



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

2020 Guidelines for Applicants

Organics Collections Grants Program



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Cover photo: Household food organic and garden organic waste is converted into nutrient-rich compost. Cooma-Monaro Shire Council

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Section 1: Program rules

About this grants program

NSW Environmental Trust

The NSW Environmental Trust (the Trust) has been established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of New South Wales. The Trust's main responsibility is to make and administer grant funding rounds to support these projects. The Trust organises the assessment and approvals process for grants and monitors projects to ensure good governance, appropriate expenditure of grant funds, timely delivery and the achievement of satisfactory outcomes. The Trust liaises with the grantee throughout the life of the project to ensure satisfactory performance is maintained and agreed outcomes are delivered. Once the grant is established all correspondence relating to the grant is through the Environmental Trust.

Department of Planning Industry and Environment

The Department of Planning, Industry and Environment aims to preserve our environment, support our industries and contribute to a strong economy. The management of waste is a key focus area. In particular, we are targeting organics waste from households, business and industry across all aspects of the waste hierarchy – from avoidance to recycling. We are transforming this waste into a product that can be used to improve soils.

Our support of the organics sector includes collaborating with local government, businesses and industry, driving education campaigns and providing funding for infrastructure to collect and process more organics waste to keep it out of landfill.

Waste Less, Recycle More

Originally launched in 2013, Waste Less Recycle More (WLRM) provides \$802 million over nine years to assist communities, business and industry across NSW to reduce waste, increase recycling and meet NSW Waste and Resource Recovery (WARR) Strategy 2014-2021 recycling targets. The Trust and the Department are working together to deliver a suite of contestable waste grant programs, including the \$105.5 million Organics Infrastructure Fund which supports the avoidance, recovery and recycling of food and garden waste. For more information on the WLRM initiative, please visit the Environment Protection Authority (EPA) website.

Organics Collections grants

The \$27 million Organics Collections grants program began in 2013. To date, \$24.8 million has been awarded to 59 projects to provide new or improved collection services to 660,000 households and businesses, diverting an additional 183,000 tonnes of food and garden waste from landfill annually.

The grants provide up to \$1.3 million to eligible applicants to implement new garden only, food only or combined food and garden organics kerbside collection services. The funding supports audits, community education and infrastructure such as bins and kitchen caddies.

In early 2020, the NSW Government allocated an additional \$24 million under the Phase 2 Alternative Waste Treatment (AWT) Transition Package. This funding includes \$12.5 million to support the introduction of source separated organics collection services for councils

impacted by the EPA's decision to no longer allow land application of Mixed Waste Organics Outputs (MWOO). This AWT transition funding, combined with remaining funds of \$3.5 million from the Organics Infrastructure Fund, will be available under this new round of Organics Collections grants. A total pool of \$16 million is available. The \$12.5 million AWT transition funding is only available to councils directly impacted by the EPA's MWOO decision. The remaining \$3.5 million is available to all other NSW councils.

The objectives of this round of Organics Collections grants are to:

- increase the diversion of source separated food and garden waste from landfill
- support councils to transition from AWT processing to source separated organics services
- increase expertise and experience in delivering organics collections in multi-unit dwellings (MUDs).

Funding

Contestable grants of up to \$1.3 million per project are available for:

- introduction of a new kerbside organics bin collection service for households who do not currently have a kerbside organics bin
- introduction of an enhanced kerbside organics service, i.e. households which currently have a kerbside organics bin for garden waste, will now be able to recycle food
- expansion of kerbside organics collection services to include multi-unit dwellings
- trial of organics collections services in multi-unit dwellings where the trial is for a minimum of eight months of collection.

Applications can include both single unit dwellings (SUDs) and MUDs or separate applications can be submitted for MUDs and another for SUDs.

New or enhanced kerbside organics collection services for SUDs must be operational within two years of the grant funding being awarded and MUD trials must be underway within six months.

What will be funded?

- Up to \$100,000 per project for communication and education activities involved in a new, enhanced or trial food, garden or combined food and garden collection.
- Up to \$40 (total cost delivered) per household for a Mobile Garbage Bin (MGB) to a maximum of \$1.2 million where additional organics bins are required.
- Up to \$10 per household for a kitchen caddy if a new food only, or combined food and garden service is trialled or implemented.
- Up to \$20,000 towards waste composition audits of residual waste bins, where audit reports and raw data sheets are supplied to the Department and used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area.
- Up to \$20,000 towards waste composition audits of organics bins, where audit reports and raw data sheets are supplied to the Department and used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area.
- Up to \$40,000 for monitoring and contamination reduction activities for MUDs. This may include visual and/or weight-based audits, bin tag programs etc. for MUDs trials or services tailored to MUDs.

- Up to \$15,000 for organics service bin bay signage in MUDs.
- Up to \$20,000 per building to a maximum of \$100,000 for pre-processing equipment (e.g. dehydrator or storage tank for macerated food waste) for trials or services in MUDs where the pre-processed waste and resources are taken off site by truck for further processing. Note that equipment for MUD trials may be leased.
- Up to \$85,000 for collection and processing costs for MUD trials in the Metropolitan Levy Area.
- A per-household contribution to the cost of kitchen caddy liner bags where a council is measuring householder satisfaction, diversion and contamination with and without liners (and providing this info. to the Department).
- Other costs directly associated with the roll out of new, enhanced or trial source separated organics services that are not listed as ineligible and that can be justified as a local requirement. Examples might include changing bin lid colours, bio inserts, larger bins, bin cleaning options, odour management options.

What will not be funded?

- Projects where the recycled organics do not meet the general resource recovery framework for pasteurised (garden only) or compost (food and garden) or a specific Resource Recovery Order and Exemption for anaerobic digester outputs.
- Organics collection and processing costs as this constitutes council's co-contribution (except for MUD trials in the Metropolitan Levy Area).
- Ongoing operational costs (e.g. compostable liners).
- Projects that seek retrospective funding for work undertaken e.g. where FOGO (food organic and garden organic) collection or processing agreements were signed prior to the announcement of the Phase 2 AWT Transition Package.
- Replacement/repair of existing mobile garbage bins.
- Trials and pilots in single dwellings.
- Trials and pilots in MUDs where the collection period is shorter than eight months.
- Leased pre-processing equipment (except for use in MUD trials).
- Projects where outputs and or resources embodied in the organics wastes are not taken off site by truck for further processing (e.g. projects involving soil injection, or sewer discharge are ineligible).
- Projects which would reasonably be expected to proceed without the assistance of the Organics Infrastructure fund.
- Salaries of existing staff working their usual hours.
- Costs associated with staff, contractors or consultants working on the development of the project grant applications (i.e. costs incurred before the approval of the grant cannot be funded by the grant).
- Items of the project that have been funded through alternate programs of the Phase 2 AWT Transition Package.
- Projects that involve related-party transactions. Applicants 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. This means that the terms of the transaction are the same as a standard commercial arrangement between unrelated entities. If in doubt, please contact the Trust before submitting your application.

Timeframes

Closing date for applications: 3pm Thursday 23 July 2020

Following the Technical Review process, the following estimated timeframes will apply:

- Successful applicant notification: November 2020
- Grant agreement signed: December 2020

Eligibility

Eligible organisations

A pool of \$3.5 million is available under the Organics Collections grants to all 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 projects on behalf of one or a number of NSW councils within their regional group, provided each council nominates a contact person for the project.

Only councils impacted by the MWOO decision are eligible for the \$12.5 million pool available through the Phase 2 AWT Transition Package.

You must also meet the following conditions to qualify for funding:

- Complete the Trust's online application form in the [Grants Management System](#).
- Explain in your application how your project is aligned with the program objectives (see page 1).
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Director) who can attest to the accuracy of the information you supply in your application.
- Applications must be submitted directly by the applicant council or relevant ROC/RWG/JOC. It is expected that the project will be driven by council directly or through their nominated ROC, JOC or RWG officer. The primary contact of the applicant organisation must be available to respond to questions/requests from the Trust or the Department during the application assessment process and, if funded, the project duration. The primary contact cannot be an external contractor or consultant.
- Ensure your application is submitted online in its entirety by the closing date. Late applications will not be accepted.
- Demonstrate that previous Trust, former Office of Environment and Heritage or EPA grants have been managed effectively or where previous grants have performed poorly explain how your organisation's performance will improve. Note that the Environmental Trust maintains a risk register of grantee organisations.
- Demonstrate that all necessary planning, regulatory or other approvals have or can be granted in time to ensure all project activities are completed within the designated timeframe.
- Submit applications for new or enhanced collection projects that can start collections within two years of signing the deed (i.e. before December 2022 approximately).
- Submit MUD trial projects that will start within six months of signing the deed and will be completed no later than 30 June 2022.
- Have access to an appropriate organics processing facility (existing Environment Protection Licences will be checked by the EPA).

Your application will not be assessed unless it satisfies all of the above conditions.

Grant conditions

If your grant application is successful you will be required to abide by the conditions contained in a Deed of Agreement. If you are not willing/able to agree to these conditions, you should not submit an application. Please contact the Trust for a copy of the Deed.

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
 - being an organisation, ceases to operate.

Any possible fraudulent activity will be investigated, and appropriate legal action initiated if warranted.

Assessment criteria

Assessment of the Organics Collections grants is a merit-based, contestable process. Eligible applications are assessed by an independent Technical Review Committee (TRC) against the assessment criteria set out in the table below.

The online application (including the Budget and all supporting documentation will be assessed by the independent Technical Review Committee against the criteria and ranked against other applications).

Your application should be prepared with these criteria and this assessment process in mind. All questions in the online application should be answered clearly and fully within the specific section.

1 Demonstrated need and support for the project

- volume of organics currently landfilled
- lack of organics collection services or inconsistent services across the local government areas
- involvement of stakeholders in identifying the project

2 Proposal efficiently and effectively addresses the need

- proposed service change
- diversion of new tonnes of organics from landfill likely to be achieved by the project

3 Demonstrated ability to deliver the project to a high standard

- planning and design of education and communication activities
- monitoring and evaluation proposed
- risk management plan
- timeline (Gantt chart)

4 Value for money

- cost effectiveness
- detailed budget
- contribution and in-kind input to the project
- long term commitment and benefits

Obligations of successful applicants

Funding deed of agreement

Successful applicants will be required to enter into a performance-based funding agreement with the Trust which will stipulate all funding obligations and conditions. The Trust will monitor the performance and progress of grantees/projects. Payments are made against agreed milestones and continued funding is dependent on satisfactory project performance, including submission 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 be withdrawn. Successful applicants will also be required to:

- provide written evidence of all proposed contributions, cash or in-kind
- supply a tax invoice to the Trust for each instalment with each Milestone Report
- demonstrate that all necessary planning, regulatory or other approvals have been granted so that the Trust can have confidence that all project activities are completed within the designated timeframe
- supply Project Measures information at with each report
- the Trust's expectation is that all commitments in the Deed of Agreement be met, however, if extenuating circumstances prevail the grantee must notify the Trust as soon as possible in writing and request approval of any variation to the 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 signed off by council's chief financial officer)
- demonstrate that any previous Trust, former Office of Environment and Heritage or EPA grants received by your organisation were conducted or are progressing to the funding provider's satisfaction
- agree that all Intellectual Property (knowledge) gained as part of the grant may be made publicly available, whether by publishing the Final Evaluation Report or promotion of the project by the Trust and the Department.

Application Budget

Overview

The Application Budget is located within the Grants Management System and requires applicants to enter figures ex-GST into tables for each project activity and associated costs.

An incorrect or incomplete Application Budget may render your application ineligible. For questions relating to eligible and ineligible items please contact the Department at organics.recycling@epa.nsw.gov.au.

All budget costings, especially large ones, must be detailed, reasonable and justifiable. Detailed costings demonstrate that your budget is well planned and links to program objectives and individual project activities. Ensure each line item can be evidenced against invoices later, when reporting. Be specific and give unit values where possible. Applications which provide ample detail and clear explanation will be viewed favourably.

Cash and In-kind contributions

The Trust values your ability to secure additional cash and in-kind contributions which reflect support for your project and add value. Pages 2-3 of these guidelines detail what is eligible for funding and what is not. Note that cash and in-kind contributions from your organisations must consist of eligible items only.

Ineligible items may also be included in your application however they do not form part of the assessment criteria.

Taxation – goods and services tax (GST)

- Organisations administering a grant and registered for GST are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.
- Organisations administering a grant and **not** registered for GST are to include in the application budget any GST that will be incurred during the life of the project.
- A tax invoice is required for each milestone payment of the grant/project. The invoice will only be paid once your Milestone Report has been accepted by the Trust. The invoice is to include GST if applicable.
- Invoices from councils should not include GST.

Probity

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

Procurement

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

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

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

If an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant must be excluded from tendering or quoting for

work on the successful project. If such a contractor provides services to/on the project the Trust may consider their payment as an ineligible item.

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.

Third party assistance

While applicants are encouraged to collaborate with project partners and may seek the services of contractors or consultants, careful consideration is required around any commercial relationships. Applicants may seek Third Party assistance to develop their project and complete their application, however, any associated costs will not be reimbursed by the Trust. Applicants must provide details of all financial and contractual arrangements it has with Third Parties. Applicants must be transparent about all arrangements with consultants to ensure that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.

Application and submission process

The Application form is located on the Trust's online [Grants Management System \(GMS\)](#).

Section 2: Guide to completing your application of these Guidelines details the required information you must include in your application and how to complete it in GMS. The Trust also has a [user manual](#) available for general assistance with registering and using the GMS.

Who to contact for help?

Application form assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

Project development assistance

NSW Department of Planning, Industry and Environment

Phone: (02) 9995 6876

Email: organics.recycling@epa.nsw.gov.au

Attachments

Any additional or supporting material submitted with your application must be kept to a minimum. Large attachments will not be forwarded to the Technical Review Committee for consideration. Please ensure any attachments referenced in your application form are also uploaded in the appropriate section of GMS and named appropriately. For example, do not simply write 'see Attachment 3' where you refer to an attachment in response to a question, you should write 'see Equipment Quote attachment'.

Acceptable numbers of attachments:

1. Timeline (Gantt chart) (maximum 1 page).
2. Strategy, policy or report extracts (maximum 2 pages each).
3. Quotes or estimates (PDFs, must be relevant to your included budget).

Note: Where funding is requested for any salaries, the position description is a mandatory attachment.

Assessment and notification

Notification of grant decisions

The Minister for Energy and Environment will usually publicly announce successful applicants. Applicants will also be notified in writing.

Assessment and approval process

After the closing date, your application will be checked to confirm its eligibility and completeness before progressing to assessment.

The Trust will establish an independent Technical Review Committee (TRC) for each grant program. The Trust's TRCs are made up of people with knowledge and experience relevant to the grant program and include at least one community representative and at least one industry representative. Committee members agree to undertake their duties ethically and exercise integrity, objectivity and independence. They agree in writing to keep all matters concerning applications confidential and to declare any potential conflicts of interest.

The TRC will assess your application using the criteria outlined in the assessment criteria section, and will make recommendations to the Environmental Trust Board, who will formalise and approve funding decisions. Successful applicants may not receive the full amount requested and funding offers may be subject to special and general conditions of funding. The Trust reserves the right to include conditions that may not have been addressed in these guidelines, as necessary.

Unsuccessful and ineligible applicants will be informed of the outcome of their applications following the official announcement of the successful grants. Unsuccessful applicants may request feedback (which may assist with any future applications) by contacting the Trust.

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

Confidentiality

The Trust will use the information you supply to assess your application. The assessment and grant management processes will also involve relevant staff. Information on these projects may be used for promotional purposes.

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

Intellectual property

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

Program changes

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

Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant
- procurement of equipment or services is from a related entity
- members, relatives of members, or related organisations/companies of the applicant organisation are/will be paid with Trust funds
- members, relatives of members, or related organisations/companies of the staff of the applicant organisation are being paid as contractors/consultants with Trust funds
- works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do not exclude the project from being funded, however, need to be flagged as a potential conflict of interest.

Section 2: Guide to completing your application

The information below may be useful when completing your application. The Trust also has a [user manual](#) available for general assistance with registering and using the GMS.

You may wish to download a copy of the application form before you commence completing it online. Instructions on how to do this are located in the user manual in the workplan section.

Guiding notes have not been provided for those questions where the answer is self-evident.

Project Summary

Project title

This is the title of your project and will be used on all promotional material, on the website, Deed of Agreement and any other relevant document. It should be no more than 68 characters long.

Project summary

Please provide a 100-word summary of your project. This should be succinct, clearly summarising the main activities and outcomes proposed. It will be used to promote your project on the Environmental Trust website and any media releases.

It needs to be a plain-English statement that explains 'in a nutshell' to an external audience what the project is about and the benefits it aims to deliver. For example,

- Project X is about...
It's important because...
The project will achieve...

Project duration

Provide the proposed start and end dates for the project. For projects that deliver new or enhanced organics collection services, the collection must start no later than December 2022. Trials in MUDs must start in time to allow a minimum of eight months of organics collections as well as the collection and analysis of data by 30 June 2022.

Project category

Select the appropriate category. It is important that you select the right category as your application will be assessed against other, similar projects.

Project elements

Select all elements applicable for which funding is being requested. If 'Other' is selected, you will be promoted to provide a response.

Applicant details

Organisation

If your organisation is not included in the list, click 'Add Organisation' to add. Enter organisation details.

Insurance details

Provide details of your organisation's public liability insurance, workers compensation insurance and volunteer insurance (if applicable). The Trust may request evidence of currency of insurances if a grant is awarded.

Partner details

If your project includes more than one council (for example a project led by a regional waste group), provide organisation and contact details for the additional councils.

Project location

Select the Local Government Areas and NSW State Electorates that the project will span across using the drop-down menus

Permissions

Note: this section is relevant to Criterion 3 – Demonstrated ability to deliver the project to a high standard.

Provide details on where the collected organics will be processed.

To be eligible for an Organics Collections grant program, the council must have access to a facility that has the capacity and any necessary approvals to process the type of organics materials to be collected. This facility may be an existing or new facility undergoing operational commissioning before the collections service starts. The recycled product produced must meet Resource Recovery Orders and Exemptions and garden organics must be pasteurised.

If the facility/facilities are not known at the application stage, the Name, Owner, EPL number and Renewal Date fields can be left blank. You will be required to provide this information later to the Trust if your project is successful as part of your Milestone reporting. Note that the 'Permissions' title of this section is not in relation to any approval processes required by council to establish a collection service or establish an arrangement with a organics processing facility.

Project rationale – Project details

For MUD projects describe how the individual MUD buildings will be/were selected

For example, you might select all MUDs over a particular size, only work with MUDs where you have an existing relationship, or you have assessed there is space. Alternatively, you may work with buildings where someone has volunteered to champion the project.

Explain why this project would not go ahead in the near future without grant funding from this program

Funding will not be provided for activities which could or may not proceed without this funding assistance. Please explain why this project would not proceed without funding assistance or how funding will fast-track the project. It is not sufficient to just say that there are no or not enough funds, without explanation. What are the financial and non-financial barriers to this project?

Has your council been impacted by the Mixed Waste Organics Outputs (MWOO) decision?

Select either yes or no.

This response will allocate your project to either of the two available funding packages. The \$12.5 million AWT transition funding is only available to councils directly impacted by the EPA's MWOO decision. The remaining \$3.5 million is available to all other NSW councils.

Criterion 1: Demonstrated need and support for the project

Describe services currently provided to households by council

Please provide information on the current organic service provided by council if one exists. If it does, describe the service and any variation in the service across the LGA (e.g. fortnightly 240 litre bin garden organics service to 25,000 households, twice yearly kerbside chipping and self-haul drop off services are available, no service current offered to MUDs). What is the bin size and frequency of pick-up of garbage and dry recycling bins?

Describe the current usage of the organics service and amounts of organics being landfilled

Describe the current usage of the organics service - number of tonnes per year of organics collected, how many households have access to the service, type of material collected, contamination levels, amount of green waste in general waste bins etc. Describe the audits or research you have undertaken to estimate the amounts of organics currently being landfilled.

Describe the need and support for the project

Describe the community and or council's need and support for the proposed project. For example, standardisation of services across the LGA, high proportion of MUDs, community demand for a kerbside organics bin service. Include any workshops or reports to councillors or council committees regarding the project or service change.

Describe any work undertaken to prepare for this organics collection service change or trial

For example, have there been discussions within council or at regional meetings? Have quotes been sought? Are councillors aware of the grant application or proposed project?

Criterion 2: Proposal efficiently and effectively addresses the need

Describe the proposed organics services to be provided to households

For example, weekly food and garden 240 litre bin for 25,000 houses that have an existing fortnightly garden organics service - provision of an education package with a benchtop kitchen caddy.

Additional Information for MUD projects

For MUDs projects, the description should provide further details such as how many households will share each bin, whether there will be bin bay signage, whether there will be pre-processing equipment or increased pickups per week, whether caddy liners or bin liners will be provided, how much variation is anticipated in equipment and education between different buildings.

Will there be any concurrent changes to other waste services?

Will council decrease the residual bin size or frequency of collection, reduce or cease kerbside chipping services etc. as a result of providing an additional service to collect organics?

What is the estimated increase in organics diversion from landfill?

Provide figures for the diversion of organics through the current kerbside organics service and proposed service. How were the figures for the proposed service estimated (e.g. from audits, published averages, regional or local trials)?

How efficient do you expect the service to be? Will all households with access to the service use it? Will some organics still be put in the red bin? When will the first collections begin?

For MUD trials list your objectives, performance measures and your proposed data collection methods

This grant program aims to increase understanding of how to design efficient and effective organics collections for MUDs in New South Wales.

How do you propose to collect and analyse information from your project related to your main objectives?

What information are you seeking to improve your understanding within your community?

How will use and analyse the information, what data will you be collecting and how?

For example:

- diversion, participation and contamination variations between SUDs and MUDs or between different multi-story buildings
- the impact of different education techniques
- cost and impact of caddy liners
- the importance of building change champions
- cost effectiveness of pre-processing equipment e.g. dehydration equipment to consolidate food and thus number of bins and potentially frequency of pick up

- cost and benefits of a range of infrastructure and consumables such as bin liners, deodorisers, bin washing equipment, macerators with enclosed storage tanks etc.
- whether/how high or low contamination rates in dry recycling bins correlate with contamination in organics bins.

Criterion 3: Demonstrated ability to deliver the project to a high standard

Describe the research and/or consultation you have undertaken (or will undertake) to develop your community engagement/education strategy

What research or consultation has been undertaken to develop the community engagement and education strategy?

Is this part of a broader council strategy?

Did council use the census data to determine the level of CALD (culturally and linguistically diverse) residents?

Have you engaged the assistance of a CALD contractor to develop materials targeted at those residents?

Has council used data from previous community surveys and projects to determine best way to engage and encourage behaviour change?

Has council used information and lessons learnt from past projects or new organics services introduced elsewhere in NSW or Australia?

Additional information for MUD projects

Have you researched the size and number of MUDs in your LGA to inform development of your application?

What percentage of residents are owners versus renters? Do you have any data on the turnover of residents?

Have you visited the target buildings to look for opportunities for signage and easy distribution of caddies, bins, information etc.?

Have there been other projects targeting MUDs that you could draw from?

Note: For MUD projects, grantees will be required to participate in monthly teleconferences from announcement of funding through to completion of the grant project. This will be a forum to share information, ideas, issues and solutions.

Describe proposed engagement and education methods to engage/reach stakeholders, before, during and after the roll out of the collection service

Please provide information on your proposed methods. How will council engage with its residents both before (to raise awareness) during (to change behaviour) and after (to measure the success of the strategy)?

Will your council run workshops with interested residents, undertake random bin audits with notices on bins that display contamination, provide education kits with the roll out of the new service, etc.?

Are any innovative approaches proposed?

How will you will monitor the effectiveness of the community engagement and education strategy?

Please explain how you will monitor the effectiveness of your community engagement and education strategy. For example,

- will you undertake resident surveys?
- visual audits?
- weight-based audits?
- analysis of weighbridge data?
- how will you determine participation, diversion, contamination and satisfaction levels?
- how will this data then be used to alter the education and communication methods or future projects?

Describe how you will incorporate food waste avoidance with organics recycling messaging

A condition of grant funding is the inclusion of food waste avoidance messaging alongside organics recycling messaging. How do you intend to do this locally, for example linking to any existing local Love Food Hate Waste projects and resources?

Contact the Organics Unit (organics.recycling@epa.nsw.gov.au or 02 9995 6876) for assistance in integrating avoidance messaging with new collection services.

Have you developed a task breakdown list for the project and estimated the timeline for each task?

Attach this document (e.g. Gantt chart) in the Supporting information section.

You must answer 'yes' here, and you need to include an attachment to your application in the form of an A4 Gantt chart. It is uploaded to the application in the 'Supporting Information' section.

Describe the roles and responsibilities of the people that will be involved in this project

As well as council staff, include any consultants or contractors that may have been involved in developing the project concept or will be involved during implementation. Note the requirements regarding procurement of Third-Party assistance.

Provide details on the procurement of collection services

Describe the timeline and procurement process you are undertaking for collecting organics bins during the proposed pilot or service roll out. For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term or contract variation.

What fee do you anticipate council will be paying for the pilot or service change (e.g. \$/bin lift)?

This will be used to help estimate council's contribution to the project. You will need to confirm this estimated figure once the grant project is underway and the collection agreement signed. If the cost is not per 240L bin lift, please include the lift or pump out volume.

Provide details on the procurement of processing services

Describe the timeline and procurement process you will undertake for the processing of the organics that will be collected by the proposed pilot or service roll out. For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term or contract variation.

What processing fee do you anticipate council will be paying for the delivered material (\$/tonne)?

This is part of council's contribution to the project and will help estimate the total amount of investment achieved by the grant funding. You will need to confirm this estimated figure once the grant project is underway and the processing contract signed. Where you are utilising pre-processing equipment estimate the running costs of this equipment as well as the offsite processing/gate fee.

Criterion 4: Value for money

Describe the planning and approvals that have preceded this grant application

Please outline work that preceded this grant application. For example, any community consultation, consultant reports, reports to council, RFQ for bins, collection or processing that has occurred. Will council definitely implement the new or enhanced organics service if the grant application is successful?

If the MUD trial is successful is council committed to continuing and or extending the MUD service?

Describe your council's ongoing commitment to organics recycling

Reference any relevant organics aims, objective and actions in local plans, policies or regional strategies. Describe any planned future expansion or enhancements. For example, a longer-term plan may be to add food waste to the proposed new garden waste service once a regional facility is constructed/upgraded.

Criterion 4 also includes assessment of the project measures and budget detail that will be entered in your application form via the Workplan section. Ensure the budget description for each activity in your workplan is detailed for example by itemising costs for each of the different pieces of collateral that will be produced as part of your education plan.

Other information

Detail how this project will specifically benefit the local community it is located in

In addition to waste and recycling outcomes achieved by the Collection, comment here on other community benefits resulting from the project. Include elements such as recycled content in procured bins and caddies, reduced waste levy payments, extension of the life of local landfills, anticipated improvements in other recycling rates due to reduced contamination, job creation, potential for return of organics to the community and use in public spaces, etc.

Detail any ineligible contributions council will make towards this project

This could include for example existing staff supporting the project through their normal roles. For details on what contributions are ineligible, refer to the funding section of these guidelines.

Has your organisation previously received grant funding from the NSW Environmental Trust, Waste Less Recycle More grants or the Office of Environment and Heritage?

If relevant, include details of previous grants your organisation has received. Management of prior grants is taken into consideration when reviewing grant applications.

Workplan

Project measures table

Note: this section is relevant to Criterion 4 – Value for money

It is strongly recommended that applicants refer to the Sample Workplan on the Trust's Organics Collections site for further insight as to the layout and requirements of this section.

Project outcomes

List the Outcomes you expect to achieve in your project. At a minimum you should have one outcome relating to the overarching activity to be delivered and a second outcome relating to the expected impact on waste.

Outcomes can be added by clicking the plus button and removed by selecting the checkbox against the relevant Outcome and clicking the minus button.

For example, a project to roll out a FOGO Collection may include these Outcomes:

- Establishment of a new FOGO Collection Service
- Diversion of 500 tonnes per year of source separated food and garden organics

The outcome name box is limited in size. Use the outcome description box to enter a brief description that provides more information about each Outcome. For the above examples this could be:

- Establishment of a new FOGO Collection service to 1,000 households by March 2022.
- Diversion of 500 tonnes per year of source separated food and garden waste with <3% contamination and with >80% householder participation and satisfaction.

Project schedule

For Organics Collections, you are required to include four Milestones in your Project Schedule. These Milestones represent core stages of the project and the associated Activities you will carry out to deliver your project.

Please note that the intent of the Milestones entered in the online application is to capture all of your project Activities. The milestone reports you will be required to submit to the Trust over the course of the project will require you to provide evidence to demonstrate completion of these Activities. For example, this may include equipment purchase orders, waste service contracts and results of waste audits. For successful grants, these milestone requirements will be outlined in your Deed of Agreement.

Each Milestone requires a start and end date. The start date for Milestone 1 cannot be before your expected project start date (entered in the Project Summary section). Likewise, no Milestone can end after your expected project end date (also entered in the Project Summary section).

Additional Milestones can be added by clicking the plus button. To remove a milestone, select the checkbox against the relevant Milestone and click the minus button.

Each Milestone needs to be linked to at least one of your Project Outcomes. Select the relevant outcome/s from the Outcome IDs drop-down menu.

For each Milestone enter the Activities or tasks you will undertake throughout each stage of the project. What your Activities are will depend on the type of project you intend to deliver, however, some general guidance is included below.

Each Activity requires a start and end date, and these cannot fall before or after their associated Milestone start and end date.

For each Activity, select an Activity Type from the drop-down menu. These Activity Types relate to specific Project Measures, which will capture outputs and data resulting from your proposed project. Some of the Activity Types and Project Measures are general categories across all Environmental Trust grants. For example, Activity Type – Providing Business Benefits includes project measures such as funding spent with NSW suppliers. Other Activity Types are specific to Organics Collections grants. For example, Activity Type – Establishing/improving organics collection services to households includes project measures such as number of MGBs purchased with grant funding. The project measures for each Activity Type will auto populate in the Project Measures section of the workplan.

You must ensure that all nine Activity Types are included in your project within the Project Schedule

If they are not, your project will be missing one or more of the Project Measures.

For reference, the nine Activity Types are:

1. developing educational products/resources
2. delivering awareness raising events and training
3. establishing/improving organic collection services to households
4. assessing the impact of improved organics collection services to households
5. costs of organics collection services
6. measuring reach
7. promoting the project outcomes
8. people and project management
9. providing business benefits

Example project schedule

Your four Milestones in the Project Schedule should be entered as follows. While the Milestones outlined below are mandatory for all projects, the Activities included are examples for introduction of a new FOGO service. You should enter Activities that are relevant to your project, ensuring that all nine Activity Types are included.

Milestone 1

Milestone 1 will be called Signing of the Deed of Agreement.

This milestone will relate to your organisation signing the Deed of Agreement with the Trust and completing other administrative requirements prior to commencing the project.

Example activity

Recommended name	Activity type
Project planning – administrative items complete	People and project management

Milestone 2

Milestone 2 will be called Education and Communication Plan.

This Milestone will relate to the development of your education and communication plan, which needs to be submitted to and approved by the Organics Unit. You will also be required to complete procurement (which may include the need to request tenders from interested suppliers) and ordering of equipment such as caddies and MGBs.

Example activities

Recommended name	Activity type
Procurement and ordering of equipment	Providing business benefits
Education and Communication Plan complete and approved by Organics Unit	Developing educational products/resources
Completion of pre-implementation waste composition audit	Providing business benefits

Milestone 3

Milestone 3 will be called Implementation.

This Milestone will relate to commencement of the new/enhanced collection service or MUD trial. It will require equipment to be in place for the service or trial commencement, and for the approved education and communication activities to be taking place.

Example activities

Recommended name	Activity type
Hold awareness raising events	Delivering awareness raising events and training
Design and printing of educational materials	Measuring reach

Recommended name	Activity type
Delivery of educational materials	Delivering awareness raising events and training
Delivery of bins and caddies to households	Establishing/improving organics collection services to households
Commencement of new or enhanced collection service/ commencement of MUD trial	Establishing/improving organic collection services to households

Milestone 4.

Milestone 4 will be called Six-Month Post Service Commencement or Completion and evaluation (for MUD trials).

Milestone 4 is the final milestone and will report on the results and outcomes at conclusion of your project, including the required 6 or 8 months of data from the initial operational period of the new/enhanced collection service of MUD trial.

Example activities

Recommended name	Activity type
Completion of post-implementation waste composition audit	Assessing the impact of improved organics collection services
Collation of data on diversion, contamination, satisfaction and participation in the new services	Assessing the impact of improved organics collection services to households
Reporting back to the community on outcomes	Promoting the project outcomes
Complete final financial and project reporting requirements	Costs of organics collection services

Project measures.

The Project Measures will populate here once you have selected the Activity Types in the Project Schedule. The Project Measures capture projected quantitative data for your project. If you receive a grant, your milestone reporting will compare actual (or achieved) quantitative data for each stage of your project compared to these projections in your grant application. The Trust uses this information to help support all grant recipients and to review the outcomes of projects and programs. The Trust may also combine project measure data to build a broader picture of achievements across all Trust grants programs.

For each Measure, enter the Expected Output. These are all numerical outputs, and the relevant unit (either Number, Percentage, Tonnes or Dollars) is indicated against each Measure. If the Measure is not relevant to your project, please input '0' into the Expected Output field. For example, a garden only organics collection service would not require you to purchase kitchen caddies, and that particular Measure should be indicated as '0'.

To ensure your grant application provides prediction on all Project Measures please ensure that all nine Activity Types are included in your Project Schedule.

If you have the same Activity Type selected more than once in the Project Schedule, please input the same data for each time it appears in the Project Measures.

Project budget.

Note: Refer to pages 2-3 of these guidelines for full details of what items will and will not be funded in this program.

The Project Budget is where you record what you expect to spend to deliver your project. This includes your funding request from the Trust, as well as cash and in-kind contributions from your organisation.

For each Activity you previously input, you will need to include a Budget Description and costs for that Activity.

For example, for the Activity 'Conducting a post-implementation waste audit' you might input 'post-implementation waste audit – ABC Audits Pty Ltd' as the Budget Description. You might then input \$20,000 as the Grant Contribution and \$6,500 as the Cash Contribution to form the total cost of this item as \$25,000.

If your Activity consists of multiple items to be purchased, you must itemise them in the expandable Budget Description field. For example, if your Activity is 'Procurement and ordering of equipment', your Budget Description might be 'MGBs x1,000 @ \$40 each including delivery – \$40,000; kitchen caddies x 1,000 @ \$10 each - \$10,000; caddy liners x 2,000 rolls at \$10 each – \$20,000'. The total of this would Activity would, therefore, be \$70,000 to be input against the Grant Contribution and Cash Contribution fields.

If your Activity does not have an associated cost, input 'N/A' in the Budget Description field and input zeros against the Contribution fields.

At the top of the Project Budget section, running totals are calculated across all contribution fields. Totals for each Milestone are also recorded under each Milestone component. They also appear again at the end of the Declaration section for you to review prior to submitting your application.

Risk management

Note: this section is relevant to Criterion 3 - Demonstrated ability to deliver the project to a high standard.

Enter each risk that may be relevant to your project and assign it a likelihood and severity rating. Then enter an appropriate risk treatment action and assign a revised likelihood and severity rating.

Consider potential issues associated with timeline, budget, contamination, infrastructure roll out, work health and safety, stakeholder involvement. What are the potential impacts and what mitigation measures can be put into place?

Supporting information

Attach copies of supporting information relevant to your application. Refer to the assessment and notification section for further guidance.

You must attach a Gantt chart in this section.

Declaration

Please declare any real, potential or perceived conflict of interest of which you may be aware. This can relate to salary and/or contractor payments/selection or any other element of the project. Refer to the assessment and notification section for more information.

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant. Such circumstances do not exclude the project from being funded, however, need to be flagged as a potential conflict of interest.

List all third parties who assisted and contributed to the preparation of this application.

List all parties who have contributed to the preparation/submission. This may also include paid consultants.

Additional resources

The Trust recommends that you consult with the Department on 02 9995 6876 for assistance with your application as needed.

It is advisable that grantees utilise the Australian Government's Food and Garden Organics Best Practice Collections Manual and Metropolitan Waste and Resource Recovery Group FOGO guide when developing and implementing their project.

Application submission

Once all sections of your application are complete in GMS, each tab will display a green tick. Please ensure you check over each section for completeness before you submit the application by clicking the 'submit' button in the Declaration section. If you experience any difficulties in submitting your application, please contact the Trust at 02 8837 6093 or waste.recycling@environmentaltrust.nsw.gov.au.

Applicants must adhere to the naming protocol for application submission, as detailed in the document naming section.

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