Organics Infrastructure (Large and Small) grants program

Business Case Advisory Service Application Form

General information

Applicants who are applying for funding under **Stream 1** **Organics Processing Infrastructure** of the Organics Infrastructure (Large and Small) Program can also apply to the NSW Environment Protection Authority (EPA) for assistance in the preparation of a business case.

This assistance is at the discretion of the EPA based on the information provided in this application. If assistance is approved a maximum of:

* Up to six hours for projects seeking grant funding up to $500,000.
* Up to eight hours for projects seeking grant funding between $500,000 and $1 million.
* Up to 16 hours for projects seeking grant funding between $1 million and $3 million.

Assistance is provided by the EPA at no cost to the applicant. For more details please refer to the [Guidelines for Applicants](http://www.environment.nsw.gov.au/resources/grants/stream1-guidelines-OILS-180137.pdf).

You are encouraged to apply as soon as possible for this assistance as there are a limited number of advisors and a limited period available prior to the close of grant applications. Applications for business case support will not be accepted after **Monday 20 August 2018.**

1. Project title and duration

|  |  |
| --- | --- |
| Project name |       |

1. Organisation details

|  |  |
| --- | --- |
| Organisation |       |
|  |
| ABN |       | Registered for GST Yes [ ]  No [ ]  |
|  |
| Postal Address |       |
|  |  |
| Suburb |       | State |       | Post code |       |

1. Contact person for the project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |       | First name |       | Surname |       |
|  |
| Position |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |       | Mobile |       |
|  |  |
| Email |       |

1. What is the legal status of your organisation? (Select **ONE** only)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] [ ]  | NSW council | [ ]  | Groups of councils |
| [ ]  | Other local-government controlled organisation | [ ]  | Businesses/private industry |
| [ ]  | Other (*please specify*):       |

1. Management structure

|  |  |  |
| --- | --- | --- |
|  | Name | Position title |
| Management structure details:Please provide details of key individuals involved in the project. |       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of years trading |       | Years under current executive |       |
|  |  |  |  |
| Full-time employees |       | Total full-time equivalent (e.g. volunteers) |       |

1. Project value

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated total capital costs of project | $      | Estimated amount of grant required | $      |

1. Project location. Please specify where your project is located.

Please specify where your project is located.

|  |  |
| --- | --- |
| Name of site |       |
|  |
| Address |       |
|  |  |
| Suburb |       | State |       | Post code |      |

|  |  |  |  |
| --- | --- | --- | --- |
| Local governments area input organics is sourced from |       |  |       |
|  |  |  |
|       |  |       |
|  |

1. What current EPA licences and Development Consents do your currently hold for the facility?

|  |
| --- |
|       |

1. In the last five years have you, or any alliance/partner organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW Environment Protection laws including National Parks and Wildlife Act 1974, Protection of the Environment Operations Act 2014 and the Native Vegetation Act 2003?

[ ]  Yes [ ]  No If yes, please provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

|  |
| --- |
|       |

1. Has your organisation purchased or committed to any of the equipment/infrastructure for which you are applying for funding, or providing as your co-contribution, in this application?

[ ]  Yes [ ]  No If yes, your organisation is **not eligible** to apply for funding for that equipment/infrastructure.

1. What type of business support do you wish to receive? (Tick **ALL** that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] [ ]  | Market analysis | [ ]  | Cost benefit and financial analysis |
| [ ]  | Technical analysis | [ ]  | Project planning |

1. Project description.

Please describe your project, and how far advanced you are in project planning and design. For example: What is it that you are wanting to do? Address staging of the project, corresponding costs, government funding sought, applicant’s contribution, other source of funding planned, quantities and source of organics for processing and quantities of and markets for the end products.

|  |
| --- |
|       |

1. Please provide information on any barriers to implementing this project

|  |
| --- |
|       |

1. Project category (what is it that the project is undertaking?) Select **ONE** only from the following.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Organics processing – existing facility | [ ]  | Organics processing – new facility |
| Current capacity |       | Proposed new capacity |       |
| Proposed future capacity |       |  |  |

1. Input organics

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] [ ]  | Garden organics from households | [ ]  | Garden type organics from businesses |
| [ ]  | Food from households | [ ]  | Food from businesses |
| [ ]  | Other (*describe*):       |

1. Processing type

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] [ ]  | Anaerobic digestion | [ ]  | Covered/semi-enclosed composting |
| [ ]  | Vermicomposting | [ ]  | In vessel of fully enclosed composting |
| [ ]  | Open windrows | [ ]  | Other (*describe*):       |

Submission details

For further information, please call the EPA on (02) 9995 6876

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| --- |
| This application form must be emailed as a **WORD document**Email your form to: organics.recycling@epa.nsw.gov.au**Note:** Requests for assistance under the Business Case Advisory Service are available until:3pm Monday 20 August 2018You are encouraged to apply early to allow sufficient time and resources to assist you with your request. |

Published by the NSW Environmental Trust, PO Box 644, Parramatta 2124 Phone: 02 8837 6093

Email: waste.recycling@environmentaltrust.nsw.gov.au Website: [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au) OEH 2018/0139 July 2018