



Organics Infrastructure (Large and Small) Grants Program
Stream 1: Organics Processing Infrastructure

Application Form

Closing date: 3pm Thursday, 3 September 2020

Published by:

Environment, Energy and Science

Department of Planning, Industry and Environment

4 Parramatta Square, 12 Darcy Street, Parramatta NSW 2150

Phone: +61 2 9995 5000 (switchboard)

Phone: 1300 361 967 (Environment, Energy and Science enquiries)

TTY users: phone 133 677, then ask for 1300 361 967

Speak and listen users: phone 1300 555 727, then ask for 1300 361 967 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

EES 2020/0183

June 2020

Find out more about your environment at:

www.environment.nsw.gov.au

How to complete this form

- Answer all the questions in this application form.
 - Type only in the spaces provided. The boxes provided for responses are a set size and will not expand to accommodate additional text.
 - To complete this form, you must have the latest **Adobe Acrobat Reader** installed, visit the [Adobe website](#) to ensure you have the latest version.
 - **Do not use Acrobat Pro** as it will not work properly, and you will lose any data that you have entered onto the form. **You must use Adobe Reader.**
 - Incomplete or ineligible applications will not be considered.
 - All applications must be complete and include the following:
 - Application Budget (Part B) as an Excel Spreadsheet
 - Project Plan (Part C) as a Word document.
- Do Not PDF** these application documents.
- Submit your completed application with all relevant attachments by the closing time and date: **3pm Thursday, 3 September 2020.**

Enquiries

For application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

For general program or project assistance

NSW Department of Planning Industry and Environment's Organics Unit

Phone: (02) 9995 6876

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

Eligibility

Conditions of eligibility:

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

1. Are you an operator of one of the five existing NSW AWT facilities or a council where an existing NSW AWT facility is on council owned land?

If you have answered no to the above, your organisation is **not eligible** to apply for funding for that equipment/infrastructure.

2. Is your organisation one of the following:

- Business that is experienced in waste management or organics processing
- NSW council
- Group of councils
- Other local-government controlled organisation (or an organisation deemed to have the same local government function)

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

3. Will your organisation, a project partner or related company transport or arrange the transportation of waste (which has been generated in NSW) out of NSW for recycling or disposal after submitting this grant?

- Yes
- Yes, but exemption received
- Yes, but applying for an exemption
- No

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

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

An organisation can apply for an exemption to this requirement if its operations are close to the border of any other Australian State or Territory. To apply for an exemption, contact the DPIE Organics Recycling team at organics.recycling@epa.nsw.gov.au.

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

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

If you have answered yes to the above, your organisation is **not eligible** to apply for funding for that equipment/infrastructure.

Background

Completed applications with all attachments must be submitted to the Environmental Trust by **3pm Thursday 30 September 2020** via email to: **apply@environmentaltrust.nsw.gov.au**.

You must read the separate [Guidelines for Applicants](#) document (under Guidelines and forms section) before completing your application, particularly **Section 2: Guide to completing your application**.

1 Application details

| | |
|-----------------------------|--|
| Applicant organisation name | |
| Project title | |
| Funding amount requested | |

Start date:

End date:

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

3 Site location.

Name of site

Address

Suburb

State

Post Code

Does your organisation own this site?

Yes

No

If no, provide leasing arrangements

4 State electorate and local government area.

Primary area This must be the local government and state electorate of the project site address. Use the links below to confirm the correct council and state electorate are being selected.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

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

Local government area

State electorate

Provide location information for your site. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

Latitude (decimal degrees) Longitude (decimal degrees)

5 Applicant contact details.

Organisation

ABN Registered for GST

Postal Address

Suburb State Post code

Primary contact

Title First name Surname

Position

Phone Mobile

Email

Secondary contact (senior officer or office-bearer)

Title First name Surname

Position

Phone Mobile

Email

6 Management structure.

| | Name | Position title |
|--|----------------------|----------------------|
| Provide details of the senior management of your organisation. | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |

Number of years trading Years under current executive

Full-time employees Total full-time equivalent (e.g. part-time, including volunteers)

7 Contact details for partners (if applicable).

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions is required with the application.

| | | | | |
|----------------|----------------------|--------|----------------------|--------------------------------|
| Contact Person | <input type="text"/> | | | |
| Organisation 1 | <input type="text"/> | | | |
| ABN | <input type="text"/> | Email | <input type="text"/> | |
| Postal Address | <input type="text"/> | | | |
| Suburb | <input type="text"/> | State | <input type="text"/> | Post code <input type="text"/> |
| Phone | <input type="text"/> | Mobile | <input type="text"/> | |

| | | | | |
|----------------|----------------------|--------|----------------------|--------------------------------|
| Contact Person | <input type="text"/> | | | |
| Organisation 2 | <input type="text"/> | | | |
| ABN | <input type="text"/> | Email | <input type="text"/> | |
| Postal Address | <input type="text"/> | | | |
| Suburb | <input type="text"/> | State | <input type="text"/> | Post code <input type="text"/> |
| Phone | <input type="text"/> | Mobile | <input type="text"/> | |

| | | | | |
|----------------|----------------------|--------|----------------------|--------------------------------|
| Contact Person | <input type="text"/> | | | |
| Organisation 3 | <input type="text"/> | | | |
| ABN | <input type="text"/> | Email | <input type="text"/> | |
| Postal Address | <input type="text"/> | | | |
| Suburb | <input type="text"/> | State | <input type="text"/> | Post code <input type="text"/> |
| Phone | <input type="text"/> | Mobile | <input type="text"/> | |

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|----------------|----------------------|--------|----------------------|--------------------------------|
| Contact Person | <input type="text"/> | | | |
| Organisation | <input type="text"/> | | | |
| ABN | <input type="text"/> | Email | <input type="text"/> | |
| Postal Address | <input type="text"/> | | | |
| Suburb | <input type="text"/> | State | <input type="text"/> | Post code <input type="text"/> |
| Phone | <input type="text"/> | Mobile | <input type="text"/> | |

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

Yes No *If yes, provide reference numbers and/or project title.*

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9 Insurance.

It is a condition of your grant that you have adequate insurance, including public liability insurance of \$10 million, workers compensation and volunteer insurance. Provide details of your insurance below:

| | Insurance provider | Policy Number | Coverage | Expiry Date |
|-------------------------------------|--------------------|---------------|----------|-------------|
| Public Liability | | | | |
| Workers Compensation | | | | |
| Volunteer Insurance (if applicable) | | | | |

Licensing and compliance history under NSW Environment Protection laws

10 Does your organisation currently hold NSW EPA licences for the facility where this project proposal is located?

Yes No *If yes, provide EPA licence numbers.*

| |
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| |
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11 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, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).*

| |
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12 Have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under Section 88 of the POEO Act?

Yes No If yes, answer **ALL** questions below.

The dates of the contraventions

The sections or clauses contravened

The person or persons, including the full names of any relevant directors or managers, who contravened the sections or clauses

The nature of the contraventions

The waste activities being undertaken at the time of the contravention:

Breakdown of tonnes and types of waste (including by waste classification) involved

Project milestones

13 Payment and milestone schedule.

Complete this part of the application form **after** you have completed Part B: Application Budget and Part C: Project Plan.

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants must be between \$25,000 and \$1million. The first instalment amount must be 50 per cent of your total funding amount requested, the second and third instalments should total 40 per cent, and the final instalment 10 per cent. Milestone 1 should be approximately December 2020.

| Milestone | Milestone date | Instalment amount \$ | Types of evidence of milestone achievement |
|---|----------------|----------------------|---|
| Milestone 1 Signing of Deed of Agreement | | | <p>Milestone 1 Report including the following:</p> <ul style="list-style-type: none"> • Signed Deed of Agreement • Any documents required as a special condition • Project measures report (initial projections) • Tax invoice to the Trust for the instalment amount with GST if appropriate |
| Milestone 2 Completion of detailed design and ordering of equipment | | | <p>Milestone 2 Report including the following:</p> <ul style="list-style-type: none"> • Project measures report (progress) • Statement of Expenditure (progress) • Copies of supplier/order documentation (Agreements/Letters of engagement/purchase orders) • Copy of final detailed design and if applicable details of trials undertaken • Copies of all tax invoices/quotes from all service providers, suppliers, contractors • Tax invoice to Trust for the instalment amount with GST if applicable |
| Milestone 3 Commissioning | | | <p>Milestone 3 Report including the following:</p> <ul style="list-style-type: none"> • Project measures report (showing progress) • Statement of Expenditure (showing progress) • Photographs of installed equipment • Details of site visit by EPA/DPIE/Environmental Trust • Copies of all tax invoices/quotes from all service providers, suppliers, contractors • Tax invoice to Trust for the instalment amount with GST if applicable |
| Final Report Project completion and final report | | | <p>Final Evaluation Report including the following:</p> <ul style="list-style-type: none"> • Project measures report (final) • Statement of Expenditure (final) • Photographs of operating equipment • Six-month post implementation report including proof outputs meet resource recovery exemptions and orders • Confirm and provide details of site visit by DPIE/EPA/Environmental Trust • Copies of all final tax invoices for all providers, suppliers, contractors • Documentation evidencing completion of project (e.g. photos, videos, monitoring and evaluation report, media releases, construction certificate) • Tax invoice to Trust for the instalment amount with GST if applicable |
| Total funding requested | | | Total funding must be the same as the amount in your submitted budget form |

14 Provide an overview of your proposed project (maximum one page).

Criterion 1: Capacity, throughput and market analysis

15 Current processing capacity and throughput.

What is the current processing capacity of organics at the facility (tonnes)?

What is the current annual throughput of organics at the facility (tonnes)?

16 What is the estimated capacity of the facility for source separated organics once the grant project has been completed? What is the estimated throughput six months after construction? Describe the expected timeline for additional throughput to reach its full expected operating capacity.

Estimated new source separated organics processing capacity (tonnes)?

Estimated additional throughput of your facility (tonnes) six months' post commissioning?

Timing of further throughput

17 If the project site currently handles source separated organics recovery, describe the existing arrangements for the supply of organics.

18 Describe the competition that currently exists in the market for the material that you propose to source as part of this project.

19 Provide information on the expected end products of your processing operation and the demand or market for these end products.

20 Considering the last three years, the public demand for the recovered resource is:

- Increasing Decreasing
 Stable Fluctuating Other (specify below)

Criterion 2: Technical analysis, licensing, approvals and best practice

21 Describe your current facility, equipment and site.

22 Describe the proposed source separated organics processing method.

23 List the infrastructure and equipment you intend to purchase and explain why it is needed.

24 Management systems.

| Management System | System in place and internally audited | System in place and independently audited | System in place and independently audited/ certified to ISO9001, ISO14001, AS4801/ or other. |
|---------------------------|--|---|--|
| Quality | | | |
| Environmental Management | | | |
| Work, Health Safety (WHS) | | | |

Describe the management systems you have in place and how they are reviewed and improved

25 Detail the licensing and approvals needed for your project.

26 Describe the steps you have taken to obtain the necessary approvals.

27 Detail the operational lifespan of the infrastructure and equipment.

28 Resources from other sources.

List any other grants or payments you (the applicant and partners listed in this application) have or will receive relating to this project from the Environmental Trust, NSW EPA and/or other state or commonwealth agencies.

Note: This grant will fund additional work but will not fund work that should have been undertaken as part of agreed commitments under existing programs run by partners.

| Funding payment source | Agency providing the funding/payment | Amount of funding payment \$ | Describe the relations to this project |
|------------------------|--------------------------------------|------------------------------|--|
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29 It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also, detail any other benefits of the project in particular, 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

30 Community Benefit: Detail how this project will specifically benefit its local community and the broader NSW community.

Local community

Broader NSW

Part B: Application budget

Part B is relevant to **Value for money and project impacts** assessment criterion.

- The application budget is an [Excel spreadsheet](#) that can be downloaded from the website.
- The budget form must be completed and submitted with the application form.
- **DO NOT PDF** - the budget form must be submitted in Excel format only.

32 Project measures table.

| Category | Code | Project measure | Definition | Unit of measurement | Projection |
|--|------|--|---|----------------------------|------------|
| Stakeholder and community education and participation (the people) | SC2 | People employed using Trust funds (Mandatory) | Individuals that are employed using Trust grant funds. | Number of individuals | |
| | | | This excludes contractors and consultants; these individuals must be included under project measure SC3. Total hours contributed by those staff that are funded directly from the Trust grant. | Combined hours contributed | |
| | SC3 | Consultants/contractors engaged using Trust funds | The number of contractors and consultants that are funded using the Trust grant funds. | Number of individuals | |
| | | | This excludes individuals recorded under SC2. Total hours contributed by those contractors/consultants that are funded directly from the Trust grant. | Combined hours contributed | |
| | SC4 | People employed NOT using Trust funds (Mandatory) | The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff. | Number of individuals | |
| | | | The total combined hours of non-Trust funded staff that were contributed to the project. | Combined hours contributed | |
| | SC5 | Volunteers involved | The number of individual volunteers that contribute to the project. | Number of individuals | |
| | | | This excludes those already identified as part of project measure SC2, SC3 and SC4 as well as SC6, SC7 and SC8. The total combined hours contributed to the project by volunteers. | Combined hours contributed | |
| | SC10 | Training sessions conducted | This can include: <ul style="list-style-type: none"> • training sessions • seminars • workshops • conferences but excludes field days, festivals, cultural events, and meetings that are primarily aimed at raising awareness. These are to be captured under SC13. If your project records against this project measure, you must also report on SC12. | Number | |
| | SC12 | People trained | The number of people trained or who attended activities associated with project measures SC10. | Number | |
| | SC13 | Awareness raising events | Activities under this project measure include: <ul style="list-style-type: none"> • Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences • Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences but excludes training workshops, study tours, cultural events, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10. | Number | |

| Category | Code | Project measure | Definition | Unit of measurement | Projection |
|-----------------------|-------------|---|--|---------------------|------------|
| | SC14 | Attendees at awareness raising events | Provide the total number of attendees at awareness raising events conducted as part of the project through activities associated with SC13. | Number | |
| | SC16 | Individuals potentially reached (Mandatory) | 'Project reach' refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work. | Number | |
| Resource Conservation | RC7 | Built capacity to divert waste from landfill | The tonnage per annum that the infrastructure will be able to process on commissioning. | Tonnes | |
| | RC15 | Additional household or municipal organics diverted | This refers to amount of additional household or municipal organics being diverted from landfill per annum. | Tonnes | |
| | RC16 | Additional business or commercial and industrial organics diverted | This refers to the amount of additional business or commercial and industrial organics being diverted from landfill. | Tonnes | |
| Economic | EC1 | Funding spent with NSW Suppliers (\$) (Mandatory) | This is related to the amount of grant funding spent with NSW businesses/suppliers. | Dollars | |
| | EC2 | Additional Turnover (\$/yr) (Mandatory) | This relates to the additional turnover in dollars resulting from the grant funding. | Dollars | |
| | EC5 | Other cash contributed to the project (\$) (Mandatory) | This reports the total of cash contributions that are directly made to this project for eligible items but come from sources other than the Trust. It could include contributions from partners, community groups, donors, grantee organisation, etc. This information should come from your project budget. | Dollars | |
| | EC6 | Total amount of in-kind support contributed (\$) (Mandatory) | This captures the other support made to this project by way of in-kind contributions for eligible items. This information should come from your project budget. | Dollars | |

33 Outline the staff training that will be undertaken to ensure the new facility is operated safely and effectively.

Part C: Project Plan

- This part of the application is a separate [Word document](#) that can be downloaded from the website.
- This form must be completed and submitted with the application form.
- **DO NOT PDF**- the project plan form is to be submitted in Word format only.

Other supporting information

34 Declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection.

| |
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| |
|--|

35 Third party assistance. List all parties who have contributed to the submission of this application.

| Name of third party | Type of assistance | Cost | Aspect of application worked on |
|---------------------|--------------------|------|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
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Authorisations

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

What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. 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 also be undertaken and appropriate legal action initiated if warranted.

| | | | |
|----------------|----------------------|--------|----------------------|
| Name | <input type="text"/> | | |
| Title/position | <input type="text"/> | | |
| Organisation | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| Phone | <input type="text"/> | Mobile | <input type="text"/> |
| Name | <input type="text"/> | | |
| Title/position | <input type="text"/> | | |
| Organisation | <input type="text"/> | | |
| Email | <input type="text"/> | | |
| Phone | <input type="text"/> | Mobile | <input type="text"/> |

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093
Email: waste.recycling@environmentaltrust.nsw.gov.au

Department of Planning Industry and Environment's Organics Unit

Telephone: (02) 9995 6876
Email: organics.recycling@epa.nsw.gov.au

Feedback

Please provide some basic feedback on your experience of applying to the Organics Infrastructure (Large and Small) program. All feedback will be collated and may be used to assist development of future Environmental Trust grant documentation.

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

- Less than 7 days 1 – 2 weeks 2 – 3 weeks More than 3 weeks

2. Time taken to complete the Trust application form

- Less than 3 days 3 – 7 days 1 – 2 weeks More than 2 weeks

3. Difficulty completing the application

- Very easy Easy Moderate Difficult Very difficult

4. Assistance from others

Consultant (please specify)

Other (please specify)

| |
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| |
| |

5. Contact with the Trust and DPIE (tick all that apply)

- DPIE Organics Unit Trust Webinar Workshops

Other (please specify)

| |
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| |
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6. Where did you hear about this program?

- Newspaper advert Email from the Trust Trust's website Web search
 Colleague/other contact Specialist/professional network Other (specify below)

| |
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| |
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Application submission

It is important that you read all sections of the [Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

Please refer to the submission process set out below before submitting your application.

Answer all questions in Part A: Application Form.

Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size and will not expand to accommodate additional text.

- Submit Part B: Application Budget spreadsheet. Do not include ineligible items in your grant budget.
- Submit Part C: Project Plan.
- Ensure the detail in your application is approved by the appropriately authorised people.
- Attach all required supporting information. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages.
- Do not ZIP your application.
- The Application Form must be sent as the PDF smart form. See below for document naming convention.
- The Budget spreadsheet must be sent as Excel spreadsheets, and the Project Plan as a Word document - **DO NOT PDF**. See below for document naming convention.
- Additional attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc after the 'Stream 1'.
- Submit your entire application by email only. Include all relevant attachments and send to **apply@environmentaltrust.nsw.gov.au**.
- Email subject line must use this format: Organisation Name – OILS Stream 1. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the Stream 1.
- Emailed applications cannot exceed 20MB including all attachments. If you have multiple documents and attachments exceeding 20MB, please split the application into several emails.

Document naming

Applicants must adhere to the naming convention for submitting their application documents.

- Application Form 01 Grant Application
- Application Budget 02 Grant Application Budget
- Project Plan 03 Project Plan
- Project timeline 04 Project Timeline

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