



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

2020 Guidelines for Applicants

Stream 1 Organics Processing Infrastructure



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Section 1: About this funding program

NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of New South Wales. The Trust is empowered under the *Environmental Trust Act 1998*, and its 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 funding round closes for applications all correspondence relating to the grant is through the Environmental Trust.

NSW 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.

The Organics Infrastructure Fund

Food and garden waste accounts for the largest proportion of waste going to landfill from homes and businesses in New South Wales. The successful diversion and reuse of organic waste is critical to achieving the NSW Government's targets of diverting 75 per cent of all waste from landfill by 2021 and Net Zero Emissions of organics from landfill by 2030. The \$105.5 million Organics Infrastructure Fund was established under Waste Less Recycle More in 2013. It integrates all of the components required for successful diversion of organics from landfill and recovery of organics as a valuable resource including:

- food waste avoidance
- food donation and redistribution to people in need
- organics collections
- organics processing (this grant program)
- markets for composted organics
- regulation and compliance.

The Organics Infrastructure (Large and Small) Grants Program

The Organics Infrastructure (Large and Small) grants (OILS) support the purchase of a broad range of large and small infrastructure and equipment to reuse or recycle source separated food and garden waste that would otherwise go to landfill. To date, seven rounds have been funded to

increase source separated organics processing capacity in New South Wales by 500,000 tonnes per year.

In early 2020, the NSW Government allocated an additional \$24 million under the Phase 2 Alternative Waste Treatment (AWT) Transition Package. This Transition package includes funding assistance for councils and AWT operators to transition to source separated organics collections and processing. A total of \$3.75 million of the Transition package is available through Streams 1 and 5 of the Organics Infrastructure (Large and Small) grants program, as outlined in the table below. A second round of funding will be offered in 2021 unless the funding is exhausted by quality projects in 2020.

Stream	Description
Stream 1 Organics Processing Infrastructure	Grants of between \$25,000 and \$1 million are available to NSW AWT operators (or council landowners of AWT facilities) to upgrade existing facilities to process source separated food, garden or combined food and garden organics from households and businesses. Grants will cover up to 50 per cent of detailed design costs and capital costs for equipment.
Stream 2 Business Organics Recycling	Grants of between \$75,000 and \$500,000 are available to businesses and local councils, to cover up to 50 per cent of costs of onsite processing equipment. Grants of between \$135,000 and \$500,000 are available to not-for-profit organisations and government institutions, covering up to 90 per cent of costs of onsite processing equipment. Note: This stream of funding is not available this round.
Stream 3 Food Donation	Grants of between \$10,000 and \$500,000 are available to food relief agencies for infrastructure such as refrigerated vans and freezers to increase capacity to collect, store and redistribute surplus food from businesses to people in need. Note: This stream of funding is not available this round.
Stream 4 Product Quality	Grants of between \$10,000 and \$500,000 are available to councils and businesses, to cover up to 50 per cent of capital costs relating to organics processing infrastructure and equipment. For example, decontamination equipment can be purchased to improve the quality and consistency of organics outputs above regulatory requirements and leading to robust markets for recycled organics. Note: This stream of funding is not available this round.
Stream 5 Transfer Stations	Grants of between \$10,000 and \$500,000 are available for councils and businesses, to cover up to 50 per cent of the capital costs of infrastructure and equipment to establish new or upgrade existing transfer stations so that they can also be used as transfer stations for food (or food and garden) organics. Note: In this round the transfer station stream is only open to AWT operators and councils in the metropolitan waste levy area that have been impacted by NSW Environment Protection Authority (EPA) revocation of the order and exemption allowing mixed waste organic outputs (MWOO) to be applied to land.

These guidelines refer to **Stream 1 Organics Processing Infrastructure** grants only. Please refer to separate guidelines and application forms for other Organics Infrastructure (Large and Small) grants program streams.

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

Stream 1 Organics Processing Infrastructure

This stream is the priority for the Organics Infrastructure (Large and Small) grants program. It aims to improve the processing capacity for source separated food and garden organics collected from households and commercial and industrial businesses across New South Wales to divert waste that would previously have gone to landfill.

Note: Agricultural and primary industry wastes are not eligible, unless they are currently transported from where they are generated to an offsite waste management facility or landfill.

Processing outputs must meet resource recovery exemption and order requirements. For more information on these exemptions and orders, visit the [EPA](#) website.

Eligibility

Eligible facilities

Funding under this round is available to operators of the five existing NSW AWT facilities or a council where an existing NSW AWT facility is on council owned land.

Eligible organisations

Organisations eligible to apply under Stream 1 are:

- Operators of the five existing NSW AWT facilities
- NSW councils
- Groups of NSW councils.

Multiple applications

Applicants may submit multiple applications. For example, you may submit two different applications for two different sites, or two different types of processing lines for the same site e.g. composting and anaerobic digestion. If you are proposing several projects, you must provide evidence of sufficient resources to undertake all projects, including capacity to manage any ongoing projects funded in previous years. You will also be expected to maintain separate record keeping for each project, including tracking in-kind and cash contributions for each separate project.

Conditions of eligibility

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

- Complete all relevant Environmental Trust forms and supporting documents.
- Include in your application the names of two senior officers of your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within your application.
- Demonstrate in your application that your project is aligned with the program's aims and objectives, provides value for money, delivers public benefits, and will deliver significant resource recovery outcomes.
- Demonstrate that any previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's performance will be improved.
- Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and how these factors have been taken into account. For example, experience from previous rounds highlights that grantees may need longer timeframes to gain approvals and that this, if not given adequate consideration in the planning stage, may cause delay.
- Submit projects that will be finalised by **May 2022**.
- Ensure your application is received by the closing date. Late applications will not be accepted.

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

You are ineligible to apply for this funding if:

- your organisation, a project partner or related company generates waste in New South Wales that is transported for recycling or disposal to a location outside of New South Wales
- there was, at the time of transport, a lawful recycling or disposal facility for that waste within New South Wales.

Funding

Grants of between \$25,000 and \$1 million are available to cover up to 50 per cent of the capital costs of organics processing infrastructure and equipment.

What will be funded?

A large range of built infrastructure and equipment is eligible provided the applicant can satisfactorily demonstrate how it contributes to increased capacity to process source separated food and garden organics.

Previously funded projects have included a range of equipment used in the various stages of organics treatment processing e.g. receipt, decontamination, pre-treatment, pasteurisation and maturation. If you are requesting funding for equipment for one or two stages of an organics' treatment process only, your application should include a detailed explanation of how the piece of equipment enables processing of source separated organics into a high-quality product.

Examples of infrastructure and equipment eligible for this funding include, but are not limited to:

- New or enhanced major organics processing facilities including:
 - anaerobic digestion
 - tunnel composting
 - windrow composting facilities.

- Sheds to receive material or house during early composting stages.
- Engineered compost pads.
- Shredders for input of materials to composting operations.
- Preliminary processing equipment e.g. food de-packaging and contamination removal equipment.
- Trommel screens.
- Aeration management equipment.
- Windrow covers.
- Signage and barriers.
- Training in the use of the new equipment.
- Physical modification of existing MWOO processing equipment.
- Detailed design costs, where the design costs are less than 25 per cent of the total project budget.

Applicants are required to make a co-contribution of at least 50% of the cost of eligible infrastructure and equipment. Evidence of the 50% co-contribution must be provided as part of the project milestone reporting including the provenance of the equipment to show it is new or physically modified, not an existing asset.

What will not be funded?

Activities, projects and elements that are ineligible for grant funding and cannot be included in your co-contribution include:

- Projects that seek retrospective funding for work undertaken before the announcement of the Phase 2 AWT Transition Package.
- Bagging equipment.
- Offsite equipment such as bins or skips that are provided to the waste suppliers.
- Leased equipment.
- Capital expenditure costs related to:
 - processing of non-source separated organics
 - organics from sources other than the municipal or commercial and industrial waste stream
 - organics that would not have previously been disposed to landfill, stockpiled or burnt at a waste facility.
- Compost spreaders to apply processed organics to land.
- Purchase of land.
- Operational expenses including fuel, electricity, equipment maintenance, monitoring and staff costs (except for staff training costs associated with the use of new equipment).
- Statutory requirements and conditions imposed by development consent/s, environmental impact assessments and operating licences, transport, vehicles and external road upgrades.
- Grant Project management and administration costs.
- Financial auditor costs such as third-party accountants providing endorsement of the project's expenditure and costs associated with the development of the grant application.
- Marketing costs.

- Contingency costs expressed as a percentage of the project cost.
- Spare parts.

Projects involving related party transactions

Applicants who are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit given would be reasonable where the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the relationship inherent between the involved parties creates potential conflicts of interest and are not preferable. If in doubt, contact the Trust Administration before submitting your application.

Before finalising Part B: Application Budget, you are encouraged to contact the Organics Unit to discuss your project proposal including eligible and ineligible items for funding.

Funding from multiple sources

This program requires a 50% **co-contribution** towards the total cost of **eligible** grant items. You must be able to demonstrate this co-contribution in Part B: Application Budget.

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

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

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

The Triple Bottom Line

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

Compliance with NSW environment protection laws

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

In addition applicants are not eligible for the grant if, on or after 23 June 2020 they or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other

companies), have contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

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

These matters can be considered whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

Regulations governing use of outputs

The application of waste to land or its use as a fuel in New South Wales may trigger the requirement to hold an Environment Protection Licence (EPL) under the *Protection of the Environment Operations (POEO) Act 1997*. The thresholds regulating whether a site needs to hold an EPL for those activities can be found in Clause 39 and 40 of Schedule 1 of the POEO Act. The EPA may exempt a person from the requirement to hold a licence for these activities.

Resource Recovery Exemptions and Orders are granted by the EPA where the land application or use of waste as fuel is a bonafide, fit for purpose, **reuse** opportunity.

The EPA encourages the recovery of resources from waste by issuing both general and specific resource recovery exemptions and orders.

General exemptions and orders are issued for commonly recovered, high-volume and well-characterised waste materials. A general exemption and order may be used by anyone, without seeking approval from the EPA, provided that the generators, processors and consumers fully comply with the conditions of the exemption and order.

Where no general exemption and order are available for the intended use, a specific exemption and order may be issued after an application is made to the EPA.

There are four relevant general exemptions and orders:

- pasteurised garden organics
- compost
- solid food waste
- liquid food waste

Note: Composting does not include drying or dehydration processes.

For more information on these exemptions please visit the [EPA](#) website. If it is intended to use organics outputs as a fuel, they must comply with the [NSW Energy from Waste Policy Statement](#).

Obligations of successful applicants

Deed of agreement

Successful applicants will be required to sign a performance-based Deed of Agreement (the Deed) with the Trust, which will stipulate all funding obligations and conditions. The Trust will closely

monitor adherence to all requirements of the Deed, as well as progress against project deliverables and expenditure of funds. Funding is paid after completion of agreed milestones and upon the Trust's review and acceptance of 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 of Agreement is not signed within the specified period, the offer of funding may lapse.

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

- Accept the grant funding is partially based on processing capacity and that the grant funding offered may be adjusted at the Trust's discretion, according to any variances to this agreed capacity.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Complete a Project Measures report at time of project commencement (based on projected tonnes) and with each milestone report (actual tonnes achieved). A template is available on the Trust's website outlining what type of information will be required.
- Provide milestone and final reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently certified Final Statement of Expenditure.
- Provide all invoices related to Trust and in-kind project expenditure.
- Provide a Tax Invoice to the Trust for each grant instalment.
- Seek prior written approval from the Trust for any variation to the agreed project plan, project measures, timeframe or budget. Acknowledge the Trust and the Department in all promotional material and public statements about your project. Your acknowledgement must include the NSW Government logo in accordance with publishing requirements. Logo and requirements for use to be downloaded from the [Trust website](#).
- Agree that all knowledge gained as part of the grant may be made publicly available by the Department, whether that be publishing the final report or promoting the project via other avenues available to the Trust and the Department.
- Invite Trust and the Department representatives to any launch or public event associated with this funding, and where they can attend, they are acknowledged as official guests and provided with the opportunity to publicly addressing the event.

Project implementation timeframe

Projects must be completed by May 2022.

Successful applicants will be required to:

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

For projects that are not completed within this timeframe, you will be required to formally request an extension from the Trust and justify why the grant should not be terminated.

All requests for variations must be made to the Trust in writing and should be submitted as soon as possible. Significant extensions to timeframes will only be considered under exceptional circumstances.

Assessment criteria

Selection for Trust grants is a merit-based process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria set out in the following table.

The application forms will be used by the TRC to assess your project. All questions in the application form should be answered fully and your responses should be prepared with these criteria in mind.

1. Organics capacity, throughput and market analysis

- improved capacity to process source separated organics (tonnes/year)
 - timing of additional capacity
 - service offerings are viable/credible
-

2. Technical analysis, approvals, licensing and best practice

- effectiveness of the technology to meet the aims and objectives of the grant program
 - management systems
 - ability to obtain relevant approvals and licensing requirements
-

3. Value for money and project impacts

- a detailed budget is provided and broken-down appropriately
 - cash and in-kind support are available (co-investment is leveraged)
 - grant dollars invested per annual tonne of additional recycling capacity
 - environmental, social and economic benefits
-

4. Demonstrated ability to deliver the project to a high standard

- sound project planning and methodology
 - adequate consideration of risks and mitigation measures
 - a range of resources available for the project
 - demonstrated management skills, expertise and relevant experience
 - the level of performance on any previous grants
-

Part B: Application budget

Overview

Part B: Application Budget form is an Excel document, separate from the main application form and can be downloaded from the Department's website.

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

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

An incorrect or incomplete Application Budget form may render the application ineligible or reduce the Technical Review Committee's confidence in your capacity to deliver the project and manage the finances. If you are unclear about what is eligible and ineligible or how to complete the budget spreadsheet contact the EPA to discuss.

The Application Budget consists of one worksheet with five parts:

Part 1 Project expenditure breakdown.

Part 2 Other sources of project income.

Part 3 Summary of project budget for eligible grant items only.

Part 4 Additional direct project costs (ineligible items).

Part 5 Summary of total project including ineligible items.

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

All items in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and activities of your project. Ensure you can provide a corresponding invoice for all expenditure when you come to the reporting stage. Be specific and give unit values where possible. There is a risk that if you do not provide sufficient detail and justification your application may not be as competitive.

Cash and in-kind contributions

The Trust values the ability to provide additional cash and in-kind contributions that reflect support for a project and add value for money. These guidelines detail what is eligible and ineligible for funding.

Separate eligible and ineligible items in your budget on the appropriate tabs. That is, show all **eligible** costs for the project in Parts 1 and 2 of the budget to a maximum of \$1 million requested from the Trust. Show all **ineligible** costs provided as cash or in-kind to the project in Part 4 of the budget. The grant will not cover the cost of ineligible items, but details of ineligible costs should still be provided if they are relevant to the project to indicate an overall total project value.

Taxation – goods and services tax

Goods and services tax (GST) applies to payments made under this grant program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that you, as the applicant, seek independent legal and financial advice if uncertain about your organisation's taxation obligations.

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

Organisations administering a grant that are **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 the Trust to pay each milestone payment of the grant. The invoice is to include GST if applicable. All invoices from NSW local councils (as a government entity) should be exclusive of GST.

Attachments

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

- Diagram of existing AWT processing line and notation of where changes will be made.
- Strategy, policy or report extracts (maximum two pages).
- Summary of previous projects and trials (maximum two pages).
- Letters of support signed by senior officers (maximum two pages).
- Quotes.

Application and submission process

Applicants are required to submit the following documents:

Part A	Application Form	PDF Document
Part B	Application Budget	Excel Document
Part C	Project Plan	Word Document

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

Checklist and document naming

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

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

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

Who to contact for help?

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 – Organics Unit

Phone: (02) 9995 6876

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

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

Assessment of application and notification

Acknowledgement of receipt of applications

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

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

Assessment and approval process

After the closing date, Trust administration staff will check whether your application is eligible and complete.

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

The Trust will endeavour to treat sensitive personal and confidential information provided accordingly. If you require strict commercial confidentiality, you should make this clear in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

The Trust will establish an independent Technical Review Committee (TRC) for each grant program. Each TRC is made up of people with knowledge and experience relevant to the grant program and includes at least one community group representative and at least one industry

representative. TRC members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The TRC will assess the merit of your application against the assessment criteria outlined in these guidelines. The TRC then makes recommendations to the Trust, who will make final funding decisions. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

Unsuccessful applicants can request feedback on their applications by emailing the Trust Administration at waste.recycling@environmentaltrust.nsw.gov.au.

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

Notification of grant decisions

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

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

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

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

Section 2: Guide to completing your application

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

Eligibility

Eligibility Grant funding is only available to eligible organisations for new or enhanced equipment and infrastructure.
Please answer all the questions to determine your eligibility to apply for this funding.

Background and organisational details

- 1 **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 documents. No more than 68 characters.

- Funding amount requested**
This is the grant amount. This should match the amount you have requested in your Application Budget form. It is recommended you complete your Application Budget before answering this question.

- 2 **Project summary**
Provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you plan to achieve. This summary will be used to promote your project on the Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what your project is about and the benefits it aims to deliver.
Project X is about... It's important to do because... When it is finished the project will...

- 3 **Site location**
Give the name and address of the site where the equipment or facility will be located. If you do not own the site explain your lease arrangement e.g. from whom you lease from? when does your lease expire, is it conditional on a council tender?

- 4 **State electorate and local government area**
List the local government areas and state electorates in which the project will occur. Include a note if processing occurs on multiple sites or material is sourced from multiple local government areas.

- 5 **Primary contact details**
The person that may be contacted before, during or after the project for additional information and updates on progress.

- 6 **Management structure**
Provide details on the senior management of your organisation. Experience in similar projects and support of senior management is beneficial for your application. For larger projects this should be demonstrated through attachment of CVs and letters of support.
Years trading: this is not required for government organisations.
Number of personnel: this figure gives an indication of resources that can potentially add value or impact the project and provide a comparison based on the size of the project relative to the total size of the organisation.

- 7 **Contact details for partners (if applicable)**
If you are applying as an individual organisation you do not need to complete this question. For project partnerships, the primary contact listed in question 5 must be from the organisation appointed as the lead applicant. The lead applicant must act as administrator of the grant program including signing the Deed of Agreement and submitting milestone and financial reports.

You must submit a Memorandum of Understanding or a letter from each partner confirming their participation, commitment, roles and responsibilities.

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

Only include grants received within the last five years. The assessment process will also consider how well any previous Trust grants were managed and implemented by your organisation.

9 Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance (if volunteer insurance is applicable to this project).

Licensing and compliance history under NSW Environment Protection laws

10-12 Refer to the above section on Compliance with NSW environment protection laws.

13 Payment and milestone schedule

- Complete this section once you have completed Part B: Application Budget and your project timeline.
- Provide the amount you are seeking from the Trust in the 'total funding requested' box. The total funding requested cannot exceed \$1 million.
- The first instalment amount will generally be 50 per cent of your total funding amount, the second and third instalments should total 40 per cent and the final instalment should be 10 per cent.
- Provide the dates by which you expect to achieve milestone two, three and four.
 - Milestone 1 should be approximately December 2020. The project must commence within four months of signing the Deed of Agreement with the aim of having all equipment installed and commissioned by May 2022.
 - Milestone 2 will be the date you expect to complete the detailed design.
 - Milestone 3 will be the date of completion of the facility construction (no later than May 2022).
 - Milestone 4 will be project completion and acceptance of the final grant report to the Trust, including at least six months of processing data (no later than 31 December 2022).
- These milestones will be linked to the Trust milestone reporting dates and associated payments. These dates should be based on your project planning and the length of time you estimate will be required to implement these key stages of your project.

14 Provide an overview of your proposed project

Provide a maximum one-page overview of your proposed project. You will need to provide the context. For example, what is your current throughput and processing method, how much of these current operations will be converted to source separated organics processing, what existing equipment and infrastructure will be utilised, how will source separated organics input and output be kept separate to residual waste operations.

Describe briefly the equipment or infrastructure that you wish to purchase and how it will be used. Explain what work has been done to date or what measures you intend to put in place to ensure the project is successful.

Criterion 1: Capacity, throughput and market analysis

15 Current processing capacity and throughput

Provide figures for the current residual waste processing capacity and throughput.

16 **What is the estimated processing capacity for source separated organics once the grant project has been completed?**

What is the estimated throughput six months after construction?

Describe the timeline for additional throughput targets to be achieved.

Preference is for additional processing capacity to be available as soon as possible and for the majority of the facility to be converted to source separated organics processing. It is expected that AWT operators will be working closely with existing contracted councils and be able to estimate when new contracts for source separated organics may be available. Also describe any work undertaken to source commercial food and or food and garden throughput.

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

Describe all relevant contractual arrangements, agreements and suppliers. Include dates the agreements commenced, dates of when they end and provisions for renewal. This information helps establish that the existing facilities and services that the grant project intends to expand are viable and that there is experience on site to handle source separated organics.

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

How did you decide on the size of processing capacity to be constructed? Describe how your project fills a need rather than competes with existing facilities or services. Check the Trust website for summaries of previous Stream 1 grant recipients to ensure funding has not already been allocated to address the processing need you have identified. Where your project involves processing of municipal waste include a reference to the local or regional waste strategy (where available) and any discussions you have had with councils and processors in the locality.

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

Describe the end products of your processing system and explain why there will be a demand for your end products. Who do you expect will use these recovered resources, the price you expect for this product or service, whether you are replacing a different product or service, and the standards that need to be met to ensure there is demand for your product? How confident are you about this market/demand, and why?

Refer to these guidelines for more detail on resource recovery exemptions and orders. Advise which resource recovery exemption and order is applicable to your end products.

20 **Considering the last three years, the public demand for the recovered resource is increasing, decreasing, fluctuating, stable?**

Select the most applicable trend in the market demand for the product you are producing. You can also include a comment on the future anticipated trend, price, local efforts to create market demand, your experience in marketing MWOO and anticipated ability to sell new output products to previous clients etc.

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

21 **Describe your current facility, equipment and site**

Describe the processes currently occurring, from receipt to storage of finished product. Include a description of any area available for alternate operations such as longer maturation of pasteurised source separated organics. What equipment and infrastructure that is currently on site that will be repurposed for source separated organics processing? What other equipment and infrastructure will be decommissioned and removed or remain on site to process residual waste to alternate products?

22 **Describe the proposed source separated organics processing method**

Describe the new process from receiving organics on site to moving finished products off site. Include methods to be utilised for decontamination, pasteurisation, maturation and finishing to ensure outputs meet resource recovery exemptions.

23	<p>List the infrastructure and equipment you intend to purchase and explain why it is needed</p>
	<p>Provide a detailed list and description of the technology/process/equipment needed to meet your needs. Include information about reference sites in NSW, Australia or elsewhere and any trials undertaken or proposed to test modifications to existing equipment. Explain why equipment or infrastructure previously used for MWOO processing is not suitable for source separated organics processing.</p> <p>As previously stated, applicants that are purchasing goods or services from entities related to your organisation 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. All such arrangements should be clearly documented in the Conflict of Interest section of the application.</p>
24	<p>Management systems</p> <p>Describe management systems you have in place and how they are reviewed, improved and updated to change from MWOO processing to source separated organics. Quality, environmental management and work health and safety systems provide some assurance that the project will not result in harm to human health or the environment. Safe operation of equipment, odour control, temperature control and contamination management are particularly important for food and garden processing.</p>
25 and 26	<p>Detail the licensing and approvals needed for your project, and steps you have taken to obtain the necessary approvals</p> <p>Development consent, environmental protection licences and other approvals are often required for location and operation of infrastructure, especially facilities processing large volumes of putrescible waste. Early and ongoing consultation with the relevant authorities is part of good project planning and can help ensure projects are not delayed.</p> <p>Under this program your proposed project must start within four months of signing the Deed of Agreement, and the additional processing capacity constructed and commissioned by May 2022. Note commencement is not necessarily on-ground action, it may include actions such as detailed design, negotiation of approvals or ordering of equipment.</p> <p>Describe the current licences and approvals for MWOO processing and the consultation undertaken to ascertain what changes (if any) may be necessary to convert to full or partial source separated organics processing.</p> <p>Note: You are strongly encouraged to speak to your local EPA office and Council about your project prior to submitting your grant application.</p>
27	<p>Detail the operational lifespan of the infrastructure and equipment</p> <p>Describe the age of the equipment you intend to purchase or repurpose/modify and the estimated useful lifespan. Describe the maintenance, replacement and upgrade strategies you will implement to ensure the ongoing life of your project.</p>
28	<p>Resources from other sources</p> <p>List any other relevant grants or payments you or your listed project partners currently have or will receive from the Trust, EPA and other state or commonwealth agencies.</p> <p>Note: This grant will fund additional infrastructure above existing commitments. However, it will not fund work that should have been undertaken as part of agreed commitments or existing programs.</p>
29	<p>It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also, detail any expected benefits of the project towards 'Triple Bottom Line' outcomes.</p> <p>Be mindful of the details and the 'big picture' in designing and implementing your project.</p> <p>Environmental outcomes</p> <p>What is your organisation's commitment to the implementation of environmental sustainability in this project and any associated actions already implemented, or intended to implement,</p>

including reference to local strategies, policies or plans? For example, diversion of material from landfill, less methane produced at landfill, beneficial use of outputs. Include in your description when these benefits will be realised and for how long.

Also consider energy efficiency in design and operation, water efficiency, selection and use of recycled materials, packaging, waste management, transport and site landscaping (such as use of native plants).

Useful resources include:

- Department of Planning, Industry and Environment, [Support for sustainability](#)
- [Infrastructure Sustainability Council of Australia](#)
- [Australian Green Infrastructure Council](#)
- [Green Infrastructure](#)

Economic outcomes

What **economic benefits may result from your project? For example** - new jobs, resources kept within the NSW or local economy, avoidance of costs, leveraging of investment. At what point in your project would these benefits be realised and for how long? If applicable to your project, describe if there will be any reductions in gate fee charges to councils or savings to households.

Social benefits

What social benefits will result from the project? This could include anything that is not an economic benefit, i.e. healthier sporting fields as a result of using and incorporating compost from the organics collected; strengthened local communities, jobs for disadvantaged people and increased awareness of the value of organics. When will these benefits be realised and for how long?

30

Community benefit

Detail how this project will specifically benefit your local community and the broader NSW community.

Include information such as:

- additional jobs both during construction and ongoing operational
- new or expanded waste services
- sale of new products from recovered materials
- procurement of goods and services including communications, advertising, technical, financial, transport, etc.

You will need to be able to demonstrate these benefits as the project progresses.

31

Describe how your project is delivering good value for money

Describe how your project will deliver good value for the government investment. Include calculation of grant dollars per kilogram or tonne of additional processing capacity as well as calculation of total project cost per kilogram or tonne of additional processing capacity per year.

Part B – Application budget

This part of the application is a separate Excel document which can be downloaded from the Trust website. This document is where you will be required to enter your full budget, including all sources of income and all sources of expenditure.

Eligible grant items (cash and in-kind contributions)

Grants between \$25,000 and \$1,000,000 to cover up to 50 per cent of the capital costs relating to the infrastructure and equipment are available. Only include eligible grant items in the funding request. Refer to the section entitled 'What will be funded' above.

Provide a detailed breakdown of your budget and follow the instructions contained within the Excel form. The budget instructions also provide information regarding budget breakdown and the number of quotes required for different sizes of equipment/project elements.

A detailed budget supported by actual quotes will help demonstrate that your grant request is reasonable and that you understand all the costs and elements of a successful processing operation. Quotes for all pieces of equipment and multiple quotes for larger pieces of equipment are not mandatory at the application stage, however, copies of quotes and invoices need to be provided to the Trust during the implementation of the project and before related payments can be made.

Note: the amount requested from the Trust cannot be increased once a grant is awarded. However, there is some scope to later apply for a variation of approved line items within your budget. For example, one piece of equipment may be cheaper than expected and another may be slightly more. Transfer of funds across line items must be requested in writing from the Trust and cannot occur without prior written approval from the Trust.

Budget items labelled 'contingency' or 'fixed percentage' of the overall project are not eligible for funding.

Additional contribution – ineligible grant items (cash and in-kind contributions)

Provide details of cash or in-kind contributions to ineligible grant items. Even though you cannot claim these items as part of your co-contribution, including them here on a separate tab enables the Trust to consider additional benefits of your project and additional resources you are contributing. This provides increased confidence that the project is well considered and planned.

Under ineligible items, you can include costs that are listed under the 'What won't be funded' section of these guidelines such as expenses relating to staff and project management. Contact the Department to discuss if you are uncertain.

Note: The 50 per cent co-contribution must only include eligible items.

Criterion 4: Demonstrated ability to deliver the project to a high standard**32 Project measures table**

The table offers a range of baseline data and target measures designed to help you record and monitor the quantitative outcomes of your project. If you are successful in receiving a grant, the project's performance will be measured by actual (or achieved) quantitative data for each stage of your project.

Data provided in this table should match the outputs detailed in Part C: Project Plan.

Why: The project measures table requires you to demonstrate what outputs your project will be delivered and can be used to track your project. The Trust may combine project measure data received from grantees to demonstrate achievements across all Trust funded grants programs.

Note: Measures that are highlighted as Mandatory must be included.

How: It is recommended that you read through the table and definitions to select project measures that are relevant to your project. The other measures can be left blank.

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

It is a condition of eligibility that businesses/private industry (as defined by the Corporations Act) must be experienced in waste management and organics processing, however, the new facility or process may require further skills. Outline how you plan to acquire the new skills

needed and ensure that all staff are well trained. This may include staff undertaking the online Compost Facility Management training on the NSW EPA learning portal.

- Part C The following additional documents are required to demonstrate your project is well planned and the key steps have been thought through:
- Project Plan – Use the template provided on the Trust website to structure your [Project Plan](#). Refer to the separate document [Project Plan Guide](#).
 - Project Timeline (all projects) – Submit a project timeline in the format of a Gantt chart or similar.

Other supporting information

- 34 **Declare any real, potential or perceived conflict of interest that you may be aware of**
- A conflict of interest may relate to land ownership, salary and contractor payments. You are required to declare any real, potential or perceived conflict of interest that you are aware of in relation to being awarded a grant, particularly where:
- Members, or relatives of members, of the organisation applying for a grant own private land where your proposed project activities will be undertaken.
 - Members, or relatives of members, of the organisation applying for a grant are being paid as project managers (or similar) with Trust funds.
 - Members, or relatives of members, of the organisation applying for a grant are being paid as contractors with Trust funds.
 - The project activities may create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.
 - Third parties used to assist in the preparation of the grant application will potentially be engaged to carry out work on the project.

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

35 **Third-party assistance**

List all parties who have contributed to the information in this application.

Include other divisions or units within your organisation and outside consultants. Ensure that you have a full understanding of, and can substantiate, the information supplied for your specific situation as you may be required to explain or expand on the details of your project.

Please note that should you engage outside consultants they will need to provide details of all other Waste Less Recycle More grant programs/projects they have or are working on. In general, it would be expected that consultants engaged to assist in the development of the grant application would not be eligible to apply for contracts under the approved project, as they could have an unfair advantage in a competitive tender process.
