



Organics Infrastructure (Large and Small) Grants Program

Stream 5: Transfer Stations

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 2020/0182
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 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. Is the project focussed on assisting Sydney councils impacted by the mixed waste organics output (MWOO) decision?

If no, your organisation is not eligible to apply for this funding.

2. Is your organisation one of the following?

- A NSW AWT operator
- A NSW council in the metropolitan waste levy area impacted by the MWOO decision
- Group of NSW councils
- Other local-government controlled organisation (or 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. After the date you apply for this grant, 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?

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

4. If you answered 'yes' to the above, at all times during the transportation of 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 and do not have 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 this 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 answered yes to the above, your organisation is **not eligible to apply for funding for that equipment/infrastructure**.

6. Will the infrastructure and equipment funded by this grant only be used for source separated organics?

If you answered no 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 3 September 2020** via email to: apply@environmentaltrust.nsw.gov.au.

You must read the separate [Guidelines for Applicants](#) document (under Guidelines and forms) **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.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

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

Local government area

State electorate

Provide location information for your project. 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 must be supplied with the application.

Contact Person				
Organisation 1				
ABN		Email		
Postal Address				
Suburb		State	Post code	
Phone		Mobile		

Contact Person				
Organisation 2				
ABN		Email		
Postal Address				
Suburb		State	Post code	
Phone		Mobile		

Contact Person				
Organisation 3				
ABN		Email		
Postal Address				
Suburb		State	Post code	
Phone		Mobile		

Contact Person				
Organisation 4				
ABN		Email		
Postal Address				
Suburb		State	Post code	
Phone		Mobile		

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 funding/grant reference numbers and/or project title.*

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 proposed project will be located?

Yes No *If yes, provide EPA licence numbers and list the materials currently licensed to be stored or processed, and quantities of same.*

--

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

--

12 Have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining any requirement to pay 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 \$10,000 and \$500,000.

The first instalment amount must be 50 per cent of the total funding amount requested, the second instalment 40 per cent, and the final instalment 10 per cent. Milestone 1 should be scheduled for December 2020 approximately.

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 • All documents required as a special condition • Project measures report (initial projections) • Tax invoice to the Trust for the instalment amount with GST if applicable
Milestone 2 Progress Report			<p>Milestone 2 Report including the following:</p> <ul style="list-style-type: none"> • Project measures report (showing progress) • Statement of Expenditure (showing progress) • Proof of progress (e.g. equipment ordered, development consent) • Copies of 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 installed equipment • Confirm and provide details of site visit by DPIE • Copies of all final tax invoices from providers, suppliers, contractors • Documentation evidencing completion of project (e.g. tender applications, updated EPL) • 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).

A large, empty rectangular box with a thin black border, intended for the applicant to provide an overview of their proposed project. The box occupies most of the page below the header.

Criterion 1: Demonstrate need for the project

15 Explain how you identified a need to upgrade or develop a new transfer station for source separated food or food and garden organics.

16 Describe the location of the project site relative to other organics processing facilities, organics transfer stations or councils likely to tender for source separated food or food and garden organics collections and or processing contracts.

17 Handling capacity and throughput.

What is the current handling capacity of source separated organics at the transfer station (tonnes/year)?

--

What is the current annual throughput of source separated organics (tonnes/year)?

--

Describe the planned future handling capacity and throughput tonnages, as well as likely timing of these changes.

--

18 Describe the existing infrastructure, equipment and management practices on site.

--

19 Describe the proposed infrastructure and management practices for the new or upgraded transfer station.

Empty response box for question 19.

Criterion 2: Value for money and project impacts

20 Describe the potential impact of your project.

Empty response box for question 20.

21 How will you measure the impact and success of your project?

Empty response box for question 21.

22 Detail the operational lifespan of the equipment and your commitment to source separated food or food and garden organics recovery.

Empty response box for question 22.

23 Explain why this proposal would not go ahead in the near future without the grant.

Empty response box for question 23.

24 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 be 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 relation to this project

25 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

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

Local community

Broader NSW

27 Describe how your project is delivering good value for money, and how it will contribute to the aims of this grant program.

Part B: Application Budget

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

- The Application Budget is an [Excel spreadsheet](#) which 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.

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

28 Detail the analysis that has been undertaken in selecting the specific infrastructure and equipment, and in developing the project plan.

29 Have you consulted with others about your project proposal?

Yes No If yes, please select all that apply.

Development consent authority

EPA regulatory staff

Councils, organics collectors and processors

Other (specify below)

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 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 staff funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors paid with Trust funds	The number of contractors and consultants funded by the Trust grant funds.	Number of individuals	
			This excludes individuals recorded under SC2. Total hours contributed by contractors/consultants 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 refers to in-kind contributions from existing paid staff.	Number of individuals	
The total combined hours of non-Trust funded staff contributed to the project.			Combined hours contributed		
SC16	Individuals potentially reached (Mandatory)	'Project reach' refers to the potential for people to hear about your project and its outputs. It can be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy may be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) through which 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	Tonnes of additional household or municipal organics being diverted from landfill per annum.	Tonnes	
	RC16	Additional business or commercial and industrial organics diverted	Tonnes of additional business or commercial and industrial organics being diverted from landfill.	Tonnes	
	RC21	Annual organics waste handling capacity (Mandatory for Stream 5)	Tonnes of organics waste handled by your facility per year.	tones	
Economic	EC1	Funding spent with NSW Suppliers (\$) (Mandatory)	The amount of grant funding spent with NSW businesses/suppliers.	Dollars	
	EC2	Additional Turnover (\$/yr) (Mandatory)	The additional turnover in dollars resulting from the grant funding.	Dollars	
	EC5	Other cash contributed to the project (\$) (Mandatory)	Total cash contributions directly made to this project for eligible items from sources other than the Trust. May 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)	Other support made to this project by way of in-kind contributions for eligible items. This information should come from your project budget.	Dollars	

Part C: Project Plan

- This part of the application is a separate [Word document](#) which 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.

31 Describe the risk mitigation measures you have or will put in place to ensure the project is successfully implemented and intended outcomes achieved.

Other supporting information

32 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.

33 Third party assistance. List all parties who have contributed to the preparation and/or submission of this application.

Name of third party	Type of assistance	Cost	Aspect of application worked on

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 information in their 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

NSW 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)

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

- DPIE Organics Unit Trust Webinar Workshops

Other (please specify)

--

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)

--

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 all information 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 a PDF smart form. See below for document naming convention.
- The Budget must be sent as an Excel spreadsheet, 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 4'.
- 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 – OI Stream 5. 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 'Stream 5'.
- 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 conventions 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 late, incomplete or ineligible application will not be considered.