



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

2020 Guidelines for Applicants

Stream 5 Organics Infrastructure Transfer
Stations



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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 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.

These guidelines refer to **Stream 5 Transfer Station 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 are described in this document.

Stream 5 Transfer Stations

With the increased density of development and rising land values across much of Sydney and surrounds, managing anticipated future increases in food and garden organics recovery may rely on transport logistics to more distant processing facilities. This stream aims to improve access for councils to source separated food (FO) or food and garden (FOGO) processors by assisting the development of new or upgraded transfer stations in the metropolitan waste levy area. These new or upgraded transfer stations will enable more efficient collection, consolidation and bulk transportation of source separated household organics containing food to organics processing facilities.

As this funding available is provided through the Phase 2 AWT Transition Package, the transfer station stream is open only to AWT operators and councils in the metropolitan waste levy area that have been impacted by the EPA revocation of the order and exemption allowing mixed waste organic outputs (MWOO) to be applied to land.

Eligibility

Eligible organisations

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 EPA revocation of the order and exemption allowing MWOO to be applied to land.

Note: All applicants must be legally constituted entities and be organisations, not individuals or sole traders.

Partnership projects

Partnership projects may improve the implementation and reach of projects. An organisation must be nominated to act as the lead applicant and project administrator, including signing the Deed of Agreement and taking responsibility for submission of milestone reports. An agreement must be in place between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This agreement must be outlined in the grant application and can be provided in the form of a Memorandum of Understanding signed by each partner or a letter from each partner detailing their roles, responsibilities and commitments.

Conditions of eligibility

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

- Complete all the relevant Environmental Trust forms and supporting documents.
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application.
- Demonstrate in your application that your project is aligned with the program 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, if not considered in the planning stage, may cause delay.
- Submit projects that will be constructed by **December 2023**.
- 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.

Organisations that generate waste near the border of any other Australian state or territory may, however, apply for an exemption from this provision if they can demonstrate compelling circumstances as to why waste has been sent out of New South Wales. To apply for an exemption, contact the EPA program team at organics.recycling@epa.nsw.gov.au

Funding

Grants of between \$10,000 and \$500,000 are available to cover up to 50 per cent of the capital costs relating to organics transfer station infrastructure and equipment.

What will be funded?

The focus of funding is to support infrastructure and equipment that improves the ability of transfer stations to handle source separated food or food and organics without increasing the risk of odours. Funding is also available for Infrastructure and equipment for new organics transfer stations where it can be demonstrated that it is likely that new collection or processing contracts will be called within three years and development consent for the new transfer station is likely to be approved within two years.

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

- sheds to enclose organics receipt and bulking areas

- biofilters
- rapid shut doors
- odour studies
- hard stand areas and site access
- the organics proportion of a new transfer station built for multiple municipal waste streams.

Applicants are required to make a contribution of at least 50 per cent of the cost of eligible infrastructure and equipment. Evidence of this cash contribution must be provided to the Trust with milestone reporting.

What will not be funded?

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

- Projects that seek retrospective funding for work undertaken before the announcement of the Phase 2 AWT Transition Package.
- Projects outside the metropolitan waste levy area.
- New transfer stations where development consent is not likely to be achieved within two years.
- New transfer stations where new source separated organics collections and or processing contracts are unlikely to be called by councils in the region within three years.
- Operational expenses including fuel, electricity, equipment maintenance, monitoring and staff costs (other than staff training costs).
- Project management and grant administration costs.
- Marketing costs.
- Activities, projects or infrastructure outside New South Wales, handling waste generated outside New South Wales, or transporting waste generated in New South Wales out of state.
- Transport and/or vehicles.
- Purchase of land.
- Leased equipment.
- Contingency costs expressed as a percentage of the project cost.

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 preferred. 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 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 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 us if you:

- have secured funding from another government agency for the same or related activities to those requested from the Trust
- 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 may improve outcomes of projects 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 landfill or its use as a fuel in NSW 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 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.

- Provide written evidence from project partners who are contributing funds or resources to the project.
- 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 Department'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 [Department's 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 within three years of signing the Deed of Agreement.

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.
- Make a commitment to construct your new or upgraded transfer station by December 2023.

For projects that are not completed within three years, you will be required to formally request an extension from the Trust and justify why the grant should not be terminated. Any and all requests for variations to projects 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 should be answered fully and prepared with these criteria in mind.

1. Demonstrated need for the project

- current situation and how the project will improve accessibility
 - quantity of material/number of councils potentially targeted
 - clear link between the project and improved access to source separated organics processing
 - clear need for each piece of infrastructure and equipment
-

2. Value for money and project impacts

- number of councils, collectors and or organics processors to benefit from the project
 - timeframe of project impacts
 - a detailed, credible budget is provided
 - cash and in-kind contribution are clearly demonstrated
-

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

- detailed analysis undertaken to inform design of the project elements
 - consultation undertaken on development approval and environment protection license
 - sound project planning and methodology
 - adequate consideration of risks and mitigation measures
-

Part B: Application budget

Overview

Part B: Application Budget form is an Excel document, separate from the main application form. The form can be downloaded from the Trust 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 the applicant's 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 for advice.

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 each line item can be matched against invoices when reporting. 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 secure additional cash and in-kind contributions that reflect support for a project and added 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 Part 1 and 2 of the budget to a maximum of \$500,000 requested as a grant 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 give an overall total project value.

Taxation – goods and services tax

Goods and services tax (GST) applies to payments made under this 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 are registered for GST) are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.

Organisations administering a grant 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 amount of each milestone payment of the grant/project. The invoice is to include GST if applicable. All invoices from local councils (as a government related entity) should be exclusive of GST.

Attachments

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

- evidence of consultation on development consent
- evidence of consultation on environment protection license requirements
- locational map
- letters of support from councils
- 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 endeavour to treat sensitive personal and confidential information that you provide accordingly. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

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.

The Trust strongly recommends that you consult with the Department of Planning, Industry and Environment Organics Unit on (02) 9995 6876 to discuss your ideas and project proposal before completing this application.

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

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 document. It should be no more than 68 characters long.

Funding amount requested

This is the grant amount. This should match the amount you had 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 Environmental Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what the 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. Note only transfer stations in the metropolitan waste levy area are eligible for funding. If you do not own the site, explain your lease arrangement e.g. from whom you lease? 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 Applicant contact details

The people that may be contacted before, during or after the project for additional information, updates on progress etc.

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 answer 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.

Project milestones

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 \$500,000.
- For most projects, the first instalment amount will be 50 per cent of your total funding amount, the second instalments 40 per cent and the final instalment should be 10 per cent.
- Provide the dates by which you expect to achieve milestone two and the final report.
 - Milestone 1 should be approximately December 2020. The project must commence within four months of signing the funding agreement with the aim of having all equipment installed by December 2023.
 - Milestone 2 will be once development consent is obtained and the equipment has been ordered.
 - Final report will be project completion and acceptance of the final grant report to the Trust Equipment must be in place by December 2023. The final report should be submitted within 2 months of equipment installation.

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 context, what type of business or organisation you are and why you are seeking to develop this project. You need to explain:

- how you identified the need for the project
- briefly describe the equipment that you wish to purchase.

Ensure you clearly describe the key details of your project, for example:

- Is it a new or upgraded transfer station?
- Which council tenders are you anticipating?
- Which existing FOGO processors become more accessible due to the project? Or does the transfer station assist delivery of source separated organics to an existing AWT facility that is converting to source separated organics processing?

Criterion 1: Demonstrated 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**

Explain the internal and/or external factors that have prompted this project. For example: have you been unsuccessful in previous FOGO collection or processing tenders? Are existing tenders nearing maturity? Have there been informal discussions about upgrading garden organics collections to FOGO? Are clients demanding a higher service level? Note this round of funding is only available for transfer stations to service councils impacted by the NSW EPA's MWOO decision.

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

Provide a written description of how your upgraded or new transfer station meets the aims and objectives of the grant stream as described on page 3 of these guidelines. Consider providing a map showing location of project, potential catchment areas for the household organics, direction and distance to organics processing facilities. If the transfer station project is associated with an AWT facility transition to source separated organics processing, also include a description of the existing MWOOC capacity and new facility capacity.

17 Handling capacity and throughput

Is the site currently being used for bulking source separated organics for transfer offsite for processing? If yes quantify the current handling capacity and throughput. If no, state not applicable.

For all projects (new and upgraded transfer stations) describe:

- the planned future handling capacity in tonnes per year
- when the capacity will become available – including the anticipated date for revised development consent (if required), revised Environment Protection Licence and installation of equipment
- when you anticipate receiving source separated organics containing food
- when you anticipate reaching full capacity.

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

Answer this question for all projects unless the site is a greenfield/bare site. Even where the site is not currently a transfer station, the current land use and infrastructure may facilitate approval processes and construction of a transfer station.

Describe the current facility and how it operates. Is there a large shed and hardstand area? What are the types and quantity of vehicles bringing materials to the site? What types of materials are currently handled? How are materials handled and stored? What type and quantity of vehicles take material off site for processing? What are the hours and days of operation? Consider attaching a sketch of the existing layout of the facility.

If the site is currently a transfer station for household residual waste list the current capacity and throughput in tonnes per year.

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

Describe all the equipment and infrastructure listed in the grant application budget. Explain how these aid in the bulking and transfer of source separated organics. Provide some detail on management practices such as:

- how long the food (or FOGO) will be kept on site
- how the storage areas will be kept clean
- if multiple material types are handled on site, explain how the organics will be kept separate from other wastes to reduce contamination.

The detail of description and justification should match the complexity of the project and amount of funding sought. For example, an upgrade to an existing

garden organics transfer station involving only the installation of rapid close doors could be described and justified more simply than a \$500,000 grant application for a new transfer station.

Criterion 2: Value for money and project impacts

20 Describe the potential impact of your project

If a council in the catchment area of the proposed upgraded or new transfer station called for tenders with options for FO or FOGO collection or processing how would the grant project influence your response to the tender? Would the transfer station be made available to a number of organics collectors or processors or would you have exclusive partnership arrangements?

For council projects, list the councils that would have access to the transfer station and the potential timeframe for new organics collection and processing tenders. Would you manage the transfer station yourself or include the operations within collections tender?

If the transfer station project is associated with an AWT facility transition to source separated organics processing, also include a description of the existing MWOO contract and discussions with councils regarding a transition to new or enhanced source separated organics collections.

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

What are the objectives of your project?

Objectives should be SMART i.e. simple and specific, measurable, achievable, realistic and time bound.

For example:

- by June 2021 upgrade the EPL for <name> transfer station to include <x> tonne food organics
- from June 2021 decrease tendered bin lift costs by <x> cents per household green lidded bin in <name> region of Sydney
- by June 2021 be able to tender for up to <x> tonnes of FOGO processing in <name> region of Sydney at usual gate fee and <\$ x/tonne> bulk transport cost.

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

Describe the age of the equipment you intend to purchase and the estimated useful lifespan. Will it be used for source separated garden organics while you are waiting for FO or FOGO tenders? Which tenders do you anticipate and when? Is this project part of a bigger longer-term plan?

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

Describe why this project would not proceed without funding assistance or how the funding would enable the project to be brought forward.

For applicants where the cost savings from the project will accrue to the organisation, the following questions should be answered:

- What is your estimated annual increase in revenue and/or reduction in expenses?
- Incorporating these revenues/expenses, how does the payback period or internal rate of return for the project relate to your organisation's usual hurdle rates for project investment?
- Have other forms of finance been considered for part of the entire project? If not, why not? If it has been rejected, what was the basis for this decision?

For projects where there are no financial barriers to proceeding, or where cost savings from the project will not accrue to the organisation, state:

- What are the non-financial barriers to implementing the project?
- How will the funding assistance help the project proceed?

24 Resources from other sources

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.

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.

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.

Be mindful of the 'big picture' in designing and implementing your project.

This could include the use of recycled materials, supporting local businesses, harvesting rainwater, site landscaping, and selection of energy efficient equipment and processes.

Economic outcomes

What economic benefits may result from your project? For example – increased competition for tenders, new jobs, resources kept within the NSW or local economy, avoidance of costs. Describe when these benefits will be realised and for how long.

Social outcomes

What social benefits will result from the project? This could include anything that is not an economic benefit for example: strengthened local communities, jobs for disadvantaged people and increased efficiency of organics collection and processing. When will these benefits be realised and for how long?

Environmental outcomes

What is your organisation's commitment to the implementation of the environmental sustainability in this project and any associated actions already implemented, or intended to implement, including reference to local strategies, policies or plans, for example, diversion of material from landfill, less trucks on the road, beneficial use of organics, decreased risk of odour?

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.

Useful resources include:

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

26 Community benefit

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

Include information such as:

- additional jobs
- sale of new products from recovered materials
- improved production from degraded soils
- 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.

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

Describe how this project will deliver good value for the government investment. Your project is evaluated against other grant applications. This is an opportunity to demonstrate why your project should receive grant funding above others.

In your description, include calculation of grant dollars per tonnes of organics through the transfer station, and total project cost per tonne.

Part B 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 in your full budget, including all sources of income and all source of expenditure.

Eligible grant items (cash and in-kind contributions)

Grants between \$10,000 and \$500,000, to cover up to 50 per cent of the capital costs are available. Only include eligible grant items in the funding request. Refer to the section above entitled 'What will be funded'.

Provide as much detail and breakdown as possible in your budget and follow the budget instructions contained within the Excel form. It also provides information regarding budget breakdown, and the number of quotes 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 transfer station operation. Although quotes for all pieces of equipment and multiple quotes for larger pieces of equipment are not mandatory at the application stage, if your application is successful, quotes and invoices need to be provided to the Trust during the implementation of the project.

Note: The amount requested from the Trust cannot be increased once awarded. However, there is some scope to apply for a budget variation between approved line items in your budget. For example, one piece of equipment may be cheaper than expected and another is slightly more. Transfer of funds across line items is permitted with prior approval from the Trust.

Budget lines 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 about cash or in-kind contributions to **ineligible** grant items. Even though you cannot claim for grant funding for ineligible items, including them here on a separate tab enables the Trust to consider additional benefits of your project and additional resources you are contributing to it. This provides increased confidence that the project is well considered and planned.

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

Note: These additional costs cannot be counted as part of your co-contribution of at least 50 per cent (unless approved for special consideration) of the project cost. This co-contribution is calculated on eligible items only.

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

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29**

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

Good project preparation includes consultation with stakeholders. Include a description of who, when and the outcome of discussions with:

- the consent authority about whether a DA variation or new DA is needed
- EPA regulatory staff about upgrading your transfer station license
- councils, collectors and or organics processors regarding potential use of the transfer station

Applicants should as a minimum consult with the appropriate land use consent authority and EPA regulatory staff regarding your specific site prior to submitting the grant application.

Also describe how you determined the type of infrastructure and equipment needed and selected the specific models and brands. Have you seen the equipment in use in similar situations?

30

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 will be delivered and can be used to track your project. The Trust may combine project measure data received from grantees to demonstrate the 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.

Note: Only nominate project measures that relate to your project, making sure you include those marked as mandatory which are applicable to all projects. Once you have provided data projections for mandatory and relevant project measures, the other measures can be left blank.

Part C

Part C: Project Plan

These additional documents are required to demonstrate that your project is well planned, and key steps have been thought through:

1. Project Plan
 - Use the [template](#) provided on the Trust website to structure your project plan. Refer to the separate document [Project Plan Guide](#).
2. Project Timeline (all projects)
 - Submit a project timeline in the format of a Gantt chart or similar.

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

The main risks to the project achieving the intended outcomes are approvals (internal and external), and successfully winning FO or FOGO tenders. Describe the risk mitigation actions you have undertaken or will put in place.

For example, have you considered:

- noise, odour and traffic impacts on surrounding land uses?
- the operating costs and management skills for new infrastructure such as wet scrubbers or biofilters?
- how the new equipment or infrastructure will integrate with existing for example whether the auto sensors for rapid shut doors will be triggered by operational equipment within the building

Have you consulted widely on the project (internally and externally)?

While you may have no control over when councils tender for new organics collection and processing contracts or whether they will include FOGO options, and have to rely on price comparisons to influence whether your tender submission is successful, there may still be risk management measures that you could put in place to ensure you are prepared for tenders. For example, ensure all councils in the catchment of the upgraded transfer station are aware of the grant project and work to establish relationships with businesses that may want to utilise the transfer station services.

Other supporting information

32 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 they may be aware of in relation to the awarding of 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.

33 Third party assistance. List all the 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.