



# NSW Environmental Trust

## Remanufacture NSW Grants Program - Stream 2 Trials

### Application Form - Round 1

Closing date: 3pm Friday, 26 March 2021

#### What you need to know about this program

#### How to complete this form

- Answer all the questions in this application form.
- Type only in the spaces provided in the application form. 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 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 as an Excel Spreadsheet
  - Cost-benefit and Financial Analysis as an Excel spreadsheet
  - Supporting documents as PDF, Word or Image Documents
- Under this stream (Stream 2, Trials) grants of between **\$50,000** and **\$1 million** are available to eligible non-government/not-for-profit organisations, private industry or partnerships as defined under the Corporations Act and councils, regional organisation of councils, Australian research institutions and state government entities of NSW.
- Submit your application by the closing date: **3pm Friday, 26 March 2021. No late applications will be accepted.**
- **Please note**, details of your application and accompanying documents will remain confidential.

#### Enquiries

##### For Application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

Email: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)

##### For General program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 6179 or (02) 9995 6920

Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)

## Eligibility

Conditions of eligibility:

Please read the eligibility section in the [Stream 2 Guidelines for Applicants](#).

1. Is your organisation one of the following:

- council, regional organisation of councils, joint organisation of councils or other, local government-controlled organisation
- non-government/not-for-profit organisation (must comply with [ATO definition](#)) with an established legal status, or those without a legal status that are able to be administered by another organisation
- an Australian research institution
- private industry or partnership as defined under the [Corporations Act](#)
- state government entity in NSW

**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.

2. Any time from 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 disposal?

- Yes
- Yes, but exemption received
- Yes, but applying for an exemption
- Yes, but there is no disposal facility in NSW that can lawfully receive the waste
- No

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

**If you answered yes to the above question without an exemption or a legitimate explanation, 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 EPA Waste and Recycling Infrastructure team at [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au).

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

4. At any point in the future, will your organisation, or any project partner, be involved in transporting waste export ban material outside of Australia in contravention of the Recycling and Waste Reduction Act 2020?

**If you answered yes to the above question your organisation is not eligible to apply for funding.**

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

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

6. Does your project primarily address materials that are affected by the COAG waste export bans, i.e. glass, paper/cardboard (including liquid paperboard), plastic or tyres?

If you have answered no to the above, your project is **not eligible** for funding.

7. Are you able to demonstrate that your project will trial processes, methodologies or equipment to increase capacity to process (for lawful recovery) or reuse export ban material once the export of that material is banned?

If you have answered no to the above, your project is **not eligible** for funding.

8. Is your project an energy from waste project? (see [Stream 2 Guidelines for Applicants](#) 'Projects that will not be funded' for further information).

If you have answered yes to the above, your project is **not eligible** for funding.

9. Is your project aimed at education or research only?

If you have answered yes to the above, your project is **not eligible** for funding.

10. Will your project produce documents only, and not deliver any trial or infrastructure (e.g. will it only produce desktop research, scoping documentation, business case development, designs or educational programs)?

If you have answered yes to the above, your project is **not eligible** for funding.

11. Would the project go ahead without funding from this program?

- Yes, the project is already scheduled
- Yes, but it would commence later
- Yes, but it would be different
- No, the project would not go ahead

If you have answered 'Yes, the project is already scheduled' to the above question, your project is **not eligible** for funding.

Please read [Stream 2 Application Guidelines](#) for other eligibility requirements including items that can be funded.

## Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **3pm Friday, 26 March 2021** via email to: [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au).

You must read the separate [Stream 2 Guidelines for Applicants](#) (under Guidelines and forms) **before** completing your application.

### 1. Application details.

Applicant organisation name	
Project title	
Funding amount requested	(between \$50,000 and \$1 million)

Project start date:

Project end date:

Note: earliest project start date is approximately July 2021.

Note: projects must end by 30 June 2024.

### 2. Project category

Which of the following best describes your project?

Trial of sorting/processing improvements

Reprocessing trial

Trial of manufacture of products using waste export ban materials

Trialling supply and use of waste export ban materials in construction projects

Other (please specify):

### 3. Type of waste to be processed by your trial (select all relevant types).

Municipal waste	Commercial and industrial waste
Mixed dry recycling	<input type="checkbox"/> Mixed dry recycling
Separated paper or cardboard	<input type="checkbox"/> Separated paper or cardboard
Separated plastics	<input type="checkbox"/> Separated plastics
Separated glass	<input type="checkbox"/> Separated glass
Separated tyres	<input type="checkbox"/> Separated tyres
Other (please specify):	<input type="checkbox"/> Other (please specify):
<input type="text"/>	<input type="text"/>

For the materials you have listed above, please provide additional detail such as polymer types, types of tyres (passenger, bus/truck, aviation and OTR), liquid paperboard, container versus flat glass, etc.

4. Provide a 100-word maximum summary of your project. This summary will be used to promote your project by the Australian Government, Environmental Trust and NSW EPA and in media releases should your application be successful.

5. Project location.

Name of site

Address

Suburb/Town  State  Post code

Does your organisation own this site?  Yes  No Date of purchase

If no, provide leasing arrangements including lease term, site owner details and any restrictions on capital improvements. Please provide a copy of the lease if available in your supporting documents.

6. State electorate and local government area.

**Primary area** This must be the local government and state electorate for the proposed project site address. Use the links below to select 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, list below matching each council with its respective electorate.

Local government area	State electorate
<input style="width: 406px; height: 19px;" type="text"/>	<input style="width: 374px; height: 19px;" type="text"/>
<input style="width: 406px; height: 19px;" type="text"/>	<input style="width: 374px; height: 19px;" type="text"/>
<input style="width: 406px; height: 19px;" type="text"/>	<input style="width: 374px; height: 19px;" type="text"/>

Provide location information for your proposed 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)

## 7. Applicant contact details.

The application must be submitted by the lead organisation running the trial. Applications will not be accepted from third parties.

Organisation	<input type="text"/>		
ABN	<input type="text"/>	Registered for GST	
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>

### Primary contact

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

### Secondary contact (senior officer or office-bearer)

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

## 8. Management structure.

	Name	Position title
Please provide details of senior management	<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"/>
	<input type="text"/>	<input type="text"/>

Number of years trading	<input type="text"/>	Years under current executive	<input type="text"/>
Full-time employees	<input type="text"/>	Total full-time equivalent (e.g. part-time and volunteers)	<input type="text"/>

9. Contact details for partners or grant administrators (if applicable).

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions must be supplied with this application.

Contact Person	<input type="text"/>	Position	<input type="text"/>
Organisation 1	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Contact Person	<input type="text"/>	Position	<input type="text"/>
Organisation 2	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Contact Person	<input type="text"/>	Position	<input type="text"/>
Organisation 3	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

Contact Person	<input type="text"/>	Position	<input type="text"/>
Organisation 4	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

**10. Has your organisation previously received Australian Government, NSW Environmental Trust, EPA, Office of Environment and Heritage (OEH) or Department of Planning, Industry and Environment (DPIE) funding?**

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

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**11. Insurance.**

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

Type	Insurance provider	Policy number	Coverage	Expiry date
Public Liability				
Workers Compensation				
Volunteer insurance (if applicable)				

**Please include copies of your certificates of currency with application support documents.**



## 12. Payment and milestone schedule.

Complete this part of the application form after you have completed the Application Budget.

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants must be between \$50,000 and \$1,000,000.

The first instalment amount must be 10 per cent of the total amount requested, the second, third and fourth instalments should each be 20 per cent; and the final instalment should be 30 per cent. Milestone 1 should be due approximately July 2021.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
<b>Milestone 1</b> Signing of Grant Agreement		<b>10%</b>	<b>Milestone 1 Report including the following:</b> <ul style="list-style-type: none"> <li>Signed Grant Agreement</li> <li>Any documents required as a special condition</li> <li>Project measures report (initial projections)</li> <li>Tax invoice to the Trust for the instalment amount and GST if appropriate</li> </ul>
<b>Milestone 2</b> Trial design and detailed costing, ordering equipment, planning consent and EPL obtained if required.		<b>20%</b>	<b>Milestone 2 Report including the following:</b> <ul style="list-style-type: none"> <li>Project measures report (showing progress)</li> <li>Statement of Expenditure (showing progress)</li> <li>Copies of tax invoices/quotes and receipts from service providers, suppliers, contractors</li> <li>Copies of trial design drawings (if not previously provided/changed from time of application)</li> <li>An updated budget and list of project expenses, if required (using the template provided by the Trust)</li> <li>Planning and investigations complete (detailed design, planning and approvals, and ordering equipment)</li> <li>Environment protection licence, if required</li> <li>Planning approvals obtained, if required</li> <li>Copies of supplier/order documentation (agreements/letters of engagement/purchase orders)</li> <li>Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate</li> </ul>
<b>Milestone 3</b> Trial establishment.		<b>20%</b>	<b>Milestone 3 Report including the following:</b> <ul style="list-style-type: none"> <li>Project measures report (showing progress)</li> <li>Statement of Expenditure (showing progress)</li> <li>Copies of paid tax invoices and receipts from service providers, suppliers, contractors</li> <li>Evidence of trial progress e.g. photos/videos</li> <li>Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate</li> </ul>
<b>Milestone 4</b> Trial completion.		<b>20%</b>	<b>Milestone 4 Report including the following:</b> <ul style="list-style-type: none"> <li>Project measures report (showing progress)</li> <li>Statement of Expenditure (showing progress)</li> <li>Copies of paid tax invoices and receipts from service providers, suppliers, contractors</li> <li>Record of site visit by EPA/Environmental Trust</li> <li>Evidence of completion of trial (e.g. photos, videos, media releases)</li> <li>Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate</li> </ul>
<b>Final Report</b> Evaluation.		<b>30%</b>	<b>Final Evaluation Report including the following:</b> <ul style="list-style-type: none"> <li>Project measures report (final)</li> <li>Independently audited Statement of Expenditure (final)</li> <li>Copies of final tax invoices and receipts for all service providers, suppliers, contractors</li> <li>Evidence of trials success or failure, including comparison with outcomes described in application form</li> <li>Case study</li> <li>Tax invoice to Trust for the final instalment amount with grant reference number with GST if appropriate</li> </ul>
<b>Total funding requested</b>			<b>Total funding must be the same as the amount in your submitted budget form</b>

13. Please provide an overview of your project (one-page max). Include an explanation of why the project is needed and a description of the intended outcomes of the project.

Empty response box for project overview.

**20%** Criterion 1: The trial project will improve NSW circular economy outcomes by addressing critical gaps and barriers in the processing and use of COAG waste export ban materials.

14. How many tonnes of waste export ban materials are you aiming to process or use in your trial project? (leave rows blank if not applicable)

Year	Tonnes per annum	Material

15. Please provide a percentage breakdown of the state/s from which your waste export ban materials will come.

NSW

Other states

16. How will your trial address critical gaps and barriers in the processing and use of waste export ban materials?

17. Describe how your project will contribute to the growth of the circular economy in NSW.

For instance:

- have you mapped the journey of your target materials across the supply chain?
- will your project link back to manufacturers or provide learnings to manufacturers?

18. What new or improved products, services, processes, technologies or markets may result from your trial project?

Empty response box for question 18.

19. How will your trial lead to increased recovery rates (or efficiencies) for materials that are the subject of the COAG waste export ban?

Empty response box for question 19.

20. How will your trial preserve or create maximum value from the materials being recovered or processed?

Empty response box for question 20.

21. Will your trial increase the supply of quality recycled materials available for re-use? If so, how?

Empty response box for question 21.

**15%** Criterion 2: The process, technology or activity being trialled is well understood by the applicant and represents a suitable way to process, reuse or recover the target materials.

**22.** Describe the process, technology or activity that you will trial.

**Note:** If available, please include feasibility designs and quotes as attachments.

**23.** What evidence do you have that the proposed technology and methodology is a suitable and effective way of managing the target materials? This may include overseas examples if local examples are not available.

**24.** What evidence can you provide that the trial has a reasonable chance of success?

For example, results of similar trials, outcomes of earlier research and development and proof that sufficient research and development has been done to ensure the trial is likely to be successful.

25. What other NSW based processing or use options are there for the materials you are targeting? Why does your trial represent a better or different opportunity for these materials?

26. Describe any relevant specifications or exemptions that your trial project aims to meet. Does your project aim to help develop new specifications or exemptions for recycled products? This may include resource recovery orders and exemptions.

27. Describe how the proposed location is suitable for the trial project.

**Note:** Please consider:

- other facilities servicing the region and material type
- supply and demand of the material

**15%** Criterion 3: If the trial is successful there is a high probability that the process, technology or activities trialled will be commercialised and become business-as-usual for the applicant, partner organisations and/or other industry bodies within NSW.

**28.** If your trial is successful, what are the next steps your organisation and partner organisations will take to achieve commercialisation or to scale up operations?

**29.** Please describe what funding mechanisms will be activated by the successful completion of the trial, or will be required, so that your activities can be commercialised and/or scaled up.

**For example:**

- Do you plan to apply for future government funding to broaden the project activities? If so, please provide an indicative amount of additional government funding required for commercialisation or scale up.
- Do partner organisations have sufficient capital, or the ability to borrow capital, to invest in scaling up of activities? If so, please provide detail on who will provide what (cash and in-kind). Letters of support or Memorandums of Understanding will strengthen your application.
- Will the trial project provide evidence/assurances/certainty about the proposed activities to help you secure external investors?

**30.** How will you source an adequate supply of relevant waste export ban materials? Include evidence that materials can be obtained at suitable cost to your organisation.





32. If your trial project is successful, what barriers do you foresee for commercialisation of the trialled activities?

Please include in your response:

- Whether your trial addresses or reduces barriers to commercialisation.
- What activities you will undertake following the trial to address any barriers to commercialisation.

15% Criterion 4: There is strong evidence that the project team and project partners can deliver the project to a high standard and on time.

33. Who are the key members of your project team, including representatives from project partners, and how will they contribute to the successful implementation of the trial?

Please include brief CVs (2 pages maximum) for each key project team member as part of supporting documents.

Name	Organisation	Role	Contribution to the project

34. Who are the secondary members of your project team, including representatives from project partners, and how will they contribute to the successful implementation of the trial?

**Note:** You do not need to provide CVs for these team members.

Name	Organisation	Role	Contribution to the project

35. Describe how the skills and ability of the project team will ensure the trial will be delivered to a high standard and on time.

36. Describe how your organisation and partner organisations resources will contribute to the successful delivery of the trial. This may include personnel, facilities, existing assets, organisational capacity, etc.

37. What do you see as the risks and barriers to the successful completion of the trial? How will you minimise the risks and barriers identified?

38. How will your trial be monitored and evaluated? How will you report on successes and failures?

39. How will you publicly share knowledge and information about your trial and its outcomes?

You will be required to consent to the Australian Government, Environmental Trust and EPA producing case studies and media releases on the progress and outcomes of your trial.

40. Please provide evidence of satisfactory performance in previous government funding programs including Waste Less Recycle More programs and other Australian and NSW government funding programs, if relevant.

**Note:** Previous grant performance will be reviewed and considered.

**15%** Criterion 5: The project demonstrates financial viability and represents good value for money for the NSW and Commonwealth governments.

41. Please provide evidence that your organisation and/or project partners have the financial means to complete the trial and related administrative work by the required date.

Please include:

- the amount of funding sought
- the amount of your contribution (including from project partners)
- the expected outcomes of the trial

**Note:** Commercially sound projects that seek to maximise public benefit (e.g. diversion of waste from landfill and other environmental benefits, and new job creation) will be favourably considered.

## Application budget

- The [Application Budget](#) is an Excel spreadsheet which must be downloaded from the website.
- The completed budget form must be submitted with the application form. **DO NOT PDF.**

## Funding from other sources

List any other grants or payments the applicant organisation and partners listed in this application have/will receive relating to this project that the Australian Government, Environmental Trust, EPA and/or any other government agencies have/will issue.

**Note:** This grant will fund additional work but will not fund work that should have been completed as part of agreed commitments under programs run by this or other organisations.

Source of any other grants	Amount \$	Describe the relationship to this project

## Cost-benefit analysis and financial analysis

- The [cost-benefit and financial analysis](#) form is an Excel spreadsheet which must be downloaded from the Trust website.
- The cost-benefit and financial analysis must be completed and submitted with the application form as an Excel document. **DO NOT PDF.**
- For further guidance on preparing a cost-benefit analysis, applicants should refer to the [NSW Government Guide to Cost-Benefit Analysis](#)
- Applicants may consider applying to the EPA Application Advisory Service (AAS) for assistance in preparing the cost-benefit and financial analysis and other aspects of the application. Please see Stream 2 Application Guidelines.

**10%** Criterion 6: The project will comply with relevant planning instruments, environment protection licensing and regulatory instruments.

42. Provide evidence that you have considered all planning and/or regulatory approvals that may be required for your trial. Please outline the likely timeframes for approval. To strengthen your application, please provide evidence of any discussions with the relevant planning/regulatory authority regarding the proposed trial.

43. Will you need to apply for an Environment Protection Licence (EPL) or an amendment to your existing EPL in order to undertake your trial?

- Not applicable Please provide details below.
- Yes Describe below what consultation has been done with the EPA and your local council regarding your EPL. What is the likely timeframe for licence approval/amendment?
- No If there is an existing EPL in place for the facility where the trial will be located, please provide details of licence numbers and list the waste materials currently licensed to be stored or processed.

44. Describe your performance and compliance history in relation to any existing licenses and compliance with NSW environmental and planning laws. If not applicable, please write N/A. If you require additional space, please provide this information as a supporting document.

45. If relevant, list any resource recovery exemption standards, orders and/or specifications your products will be required to meet.

Product description	Tonnage per annum	Product application	Status of regulatory compliance

46. Has any organisation involved in this project contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under Section 88 of the POEO Act?

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

The dates of the contraventions.

The sections or clauses contravened.

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

The nature of the contraventions.

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

The amount in tonnes and types of waste (including by waste classification) involved.



10% Criterion 7: The project will have positive impacts for the NSW environment and community.

47. Explain how the trial aligns with relevant sustainability policies and strategies, including the [National Waste Policy Action Plan](#), [NSW Circular Economy Policy Statement](#) and [Net Zero Plan NSW](#)? What other environmental benefits will the project bring to NSW (including non-market costs and benefits)?

48. What are the social benefits of your trial?

49. How will the trial address NSW's regional and remote area waste challenges? If not relevant to your project, please write N/A.

50. The following project measures will be used to estimate the expected impacts of your project.

Only complete those that are relevant to your project. Write N/A for the project measures that are not applicable. Measures marked as 'mandatory' must be completed.

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education participation	SC3	Consultants/contractors engaged using Trust Funds	The number of individual people working as contractors and/or consultants that are funded using the Trust grant funds.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed not using Trust funds. (FTE) <b>Mandatory Measure</b>	The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC10	Training sessions conducted	This can include training sessions, seminars, workshops and conferences delivered that are focused on teaching skills to the participants. It excludes field days, festivals, cultural events, and meetings that are primarily aimed at raising awareness. If your project records against this project measure, you must also report on SC12.	Number	
SC12	People trained	The number of people trained in training activities captured under project measure SC10	Number		
Research	R1	Innovative technologies or methods as a result of the research	The number of new technologies developed or new methods or approaches to previously known work including production or development and testing of new ideas or theories. This may include development of models to assess known environmental issues.	Number	
	R2	Technical or scientific conferences at which the research is to be presented	Formal technical or scientific conferences at which the research, including the aims methodology and/or findings are presented.	Number	
	R3	Other events that will result in presentation of the research	Activities that would contribute towards this project measure include: <ul style="list-style-type: none"> <li>Workshops</li> <li>General field days</li> <li>Meetings.</li> </ul> It excludes conference presentations which are reported under project measure R2.	Number	
	R5	Publications developed	Items to include: <ul style="list-style-type: none"> <li>Published research papers and articles</li> <li>Professional Reports</li> <li>Brochures, unaccredited training materials, posters, fact sheets</li> <li>Updates/modifications of existing material to ensure it is regionally relevant</li> <li>Newsletters produced on a regular basis</li> <li>Posters that advertise events and activities resulting from the grant</li> <li>Web content published to as part of the project activities</li> <li>Conference posters that display the results of research or scientific investigations or studies</li> <li>Brief summary documents from scientific data collection, investigation reports and regional planning documents.</li> </ul> (Please count each resource only once, do not provide data for example on number of brochures printed)	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Research	R11	Number of post graduate students involved	The number of post graduate students that contribute to the project. This project measure excludes those identified as part of project measure SC3 and SC4.	Number	
		Number of post graduate student hours contributed	The total combined hours contributed to the project by post graduate students.	Combined hours contributed	
	R15	Primary Investigation Focus <b>Mandatory Measure</b>	Describe the primary focus of the research in a few words - that is the environmental issue your research project is addressing	Free text description	
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 per annum	
	RC8	Paper/cardboard materials diverted from waste through recycling	This project measure refers to the total amount of paper and cardboard materials diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC9	Wood/timber diverted from waste through recycling	This project measure refers to the total amount of wood/timber diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC10	Plastics diverted from waste through recycling	This project measure refers to the total amount of plastics diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC11	Glass diverted from waste through recycling	This project measure refers to the total amount of glass diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC12	Metals diverted from waste through recycling	This project measure refers to the total amount of metal diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC13	Other materials diverted from waste through recycling	This project measure refers to the total amount of other materials diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC14	Materials diverted to refuse derived fuel	This project measure refers to the total amount of recycling by-product material that has been used to generate energy as a refuse derived fuel.	Tonnes per annum	
Economic	EC1	Funding spent with NSW Suppliers (\$) <b>Mandatory Measure</b>	This measure is related to the amount of grant funding spent within NSW on NSW businesses/suppliers.	Dollars	
	EC2	Additional Turnover (\$/yr) <b>Mandatory Measure</b>	This measure relates to the additional turnover in dollars resulting from the grant funding.	Dollars	
	EC5	Other cash contributed to the project (\$) <b>Mandatory Measure</b>	This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust, such as partners, community groups, donors, grantee organisation, etc This information should come from your project budget.	Dollars	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	<b>EC6</b>	Total amount of in-kind support contributed (\$) <b>Mandatory Measure</b>	This measure captures the other support made to this project by way of in-kind contributions, it could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	Dollars	
	<b>EC7</b>	New ongoing jobs created <b>Mandatory Measure</b>	<p>Estimate the number individuals employed in new ongoing jobs created as a result of the project. These continuing jobs may be part time or full time.</p> <p>Report each new job only once, and do not include short term, temporary positions.</p> <p>Estimate the combined total of hours worked per week for these new ongoing jobs.</p>	Number	
				Combined hours worked per week	

Conflict of interest

51. Declare and detail any real, potential or perceived conflict of interest of which you may be aware. This can relate to land ownership, salary and/or contractor payments and selection. Please outline how you will minimise or manage these risks.

Third party assistance

52. Third party assistance. List all parties who have contributed to the preparation of this application.

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

## Authorisations

Include the names of two senior office-bearers in your organisation (e.g. General Manager, Chairperson, Managing Director, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

### What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. The **grant will be revoked and funds, plus interest, must be repaid** if:

- the Grantee at any time provides misleading or false information
- there has been a material change in the circumstances of the Grantee's financial position, structure or identity including:
  - being a company, resolves to go into liquidation
  - being a non-profit company, ceases to retain its non-profit status, or
  - being an organisation, ceases to operate.

An assessment regarding possible fraud will be undertaken by the Environmental Trust and appropriate legal action taken if warranted.

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Signature

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Signature

## Application submission

It is important that you read all sections of the [Stream 2 Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility and assessment criteria.

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

Answer all questions in the 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 Application Budget spreadsheet as an Excel form. **DO NOT PDF**. Do not include ineligible items in your grant budget (any ineligible items will be removed, and the project budget adjusted accordingly).

Submit Cost-benefit and Financial Analysis as an Excel form. **DO NOT PDF**.

Ensure the information in your application is approved and the application signed by the appropriately authorised people.

Attach all required supporting information. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages.

**Do not ZIP** your application.

The Application Form must be sent as the PDF smart form. See below for document naming convention.

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 2'.

Submit your entire application by email only. Include all relevant attachments and email to [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au).

Email subject line must use this format: Organisation Name – Remanufacture Stream 2. Only one application per email. If more than one application is being submitted, number each email accordingly, i.e. adding Application 1, Application 2 etc. after 'Stream 2'.

Emailed applications cannot exceed 40MB including all attachments. If you have multiple documents and attachments exceeding 40MB, please split the application into several emails.

## Document naming

Applicants must adhere to the naming conventions for submitting the following documents:

- Application Form 01 Grant Application
- Application Budget 02 Grant Application Budget
- Cost-benefit and Financial Analysis 04 Cost Benefit and Financial Analysis
- Supporting Documents Each supporting document named to describe its contents

## Supporting documents

The following documents may be submitted in support of your application. Attachments exceeding the listed maximum number of pages should not be sent and will not be forwarded to the Technical Review Committee. Please only include supporting documents that will assist in the assessment of your application.

Examples of supporting documents	Maximum number of pages
Research paper or test results of technology or methodology proposed in the project	15
Case studies of same or similar technology or methodology in application	5
Feasibility design including flow or system diagrams	10
Written testimonials or letters of support from project partners/stakeholders	20 (combined total)
CV's of key individuals involved with the program	2 (per person)
Insurance and public liability certificate of currency	1 (each)
Quotes	5 (each)
Relevant maps, e.g. zoning	1
Evidence of consultation on planning development if applicable	1
Evidence of consultation on Environment Protection Licence requirements	1
Other supporting documents	10

Please list the supporting documents submitted with your application and explain their relevance. Please use concise document names.

Document name	File type	Number of pages	Relevance

## Enquiries

### NSW Environmental Trust

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

### NSW Environment Protection Authority

Telephone (02) 9995 6179 or (02) 9995 6920  
 Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)

Late or incomplete applications will not be considered.



## Feedback

Please provide feedback on your experience applying to this grant program. All feedback will be collated to provide an overall picture and used to assist development of future grant programs.

1. Time taken to develop your project for this application (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 of completing the application.

Very easy     Easy     Moderate     Difficult     Very difficult

4. EPA Application Advisory Service (AAS) application form.

Very easy     Easy     Moderate     Difficult     Very difficult

5. Assistance from others

Consultant (please specify)

Other (please specify)


6. Contact with the Trust and EPA (all that apply).

EPA     Trust     Webinar     Workshops

Other (please specify)

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7. Where did you hear about this program?

Newspaper advert     Email from the Trust     Trust's website     Web search

Colleague/other contact     Specialist/professional network     Other (specify below)

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