



# Waste Less, Recycle More

Organics Infrastructure (Large and Small) Program

Stream 2: Business Organics Recycling

Round 4 Guidelines for Applicants

Closing date: 5pm Wednesday, 13 July 2016

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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## Section 1: Program rules

### What you need to know about this program

#### About the NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the New South Wales Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Office of Environment and Heritage (OEH).

#### About the NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is an independent statutory authority and the principal environmental regulator in NSW. It leads the state's response to managing a diverse range of activities that can impact on the health of the NSW environment and its people, using a mix of tools including education, partnerships, licensing and approvals, audit, enforcement and economic mechanisms. The EPA is empowered under the Protection of the Environment Administration Act 1991 (POEO Act).

#### About the Waste Less, Recycle More Program

In February 2013, the NSW Government announced the five-year \$465.7 million Waste Less Recycle More initiative in response to the findings of the independent review of the waste levy.

The EPA is responsible for the delivery of programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of some contestable grant programs. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet recycling targets in the NSW Waste Avoidance and Resource Recovery Strategy 2014-2021.

The initiative is made up of:

- \$250 million Waste and Recycling Infrastructure Package, consisting of:
  - \$70 million Organics Infrastructure Fund including this program, the \$41.67 million Organics Infrastructure (Large and Small) grants program
  - \$70 million Community Recycling Centre Fund
  - \$60 million Waste and Recycling Infrastructure Fund
  - \$35 million Business Recycling Fund
  - \$15 million Recycling Innovation Fund
- \$137.7 million Supporting Local Communities Fund, including:
  - \$38.7 million Waste and Sustainability Improvement Payment Transition Fund
  - \$70 million Local Government Waste and Resource Recovery Fund
  - \$13 million Voluntary Regional Local Government Fund
  - \$9 million Regional Waste Avoidance and Resource Recovery Strategy Fund
  - \$7 million Regional Landfill Consolidation Fund
- \$58 million Illegal Dumping Fund
- \$20 million Litter Fund

## The Organics Infrastructure (Large and Small) grants program

### Aims and objectives

The four year Organics Infrastructure (Large and Small) grants program aims to:

- Support a broad range of small and large infrastructure and equipment to decrease the amount of organics that is currently landfilled in NSW.
- Assist with meeting the draft NSW municipal solid waste and commercial and industrial recycling targets of 70 per cent by 2021.

In Round 4, the Organics Infrastructure (Large and Small) program includes three streams, outlined below. Additional information on all streams and previously funded projects can also be found on the [Environmental Trust](#) and [EPA](#) websites.

<a href="#">Stream 1 Food and Garden Organics Processing</a>	Provides grants of up to \$5 million for new or enhanced infrastructure by councils, waste companies or composting companies to process food, garden or combined food and garden organics from households and/or businesses. This stream supports organisations processing organics generated by others.
<a href="#">Stream 2 Business Organics Recycling</a>	Provides grants between \$75,000 and \$500,000 to support food waste avoidance or the on-site processing or pre-processing of organics at large businesses, government institutions and not-for-profit organisations. This stream supports organisations processing or pre-processing their own material on site where organics recycling is not a principal business activity.
<a href="#">Stream 3 Food Donation</a>	Grants of up to \$500,000 are available to food relief agencies for infrastructure, like refrigerated vans and freezers, that increase capacity to collect, store and redistribute surplus food from businesses to people in need.

These guidelines refer to **Stream 2 Business Recycling** grants only. Please refer to separate guidelines and application forms for the other two streams of the Organics Infrastructure (Large and Small) grants program.

Stream 2 provides funding to business, government institutions and not-for-profit organisations to avoid generating food waste and/or to reduce the amount of their organic waste going to landfill by improving the on-site management of their organic wastes.

A typical project involves the business undertaking a waste audit, implementing a source separation process for the organics waste component, and selection of an organics processing pathway that suits the business operations and site. The processing options could include on-site processing and use of the processed outputs on site, pre-processing on site and then further offsite processing or collection of source separated organics for offsite processing. All outputs of the processing must meet NSW regulations including Resource Recover Exemptions and Orders.

Projects will be expected to be substantially completed by 30 June 2017, however, the Trust will consider allowing extensions to submitted project timelines if there are valid logistical reasons.

## Eligibility

### Eligible organisations

Organisations eligible to apply include:

- Businesses/Private industry
- Local government
- Not-for-profit organisation. Must comply with the [ATO's definition](#)
- Universities, prisons, TAFEs and other government institutions.

**Note:** All applicants must be legally constituted entities and be organisations not individuals or sole traders. Waste and organics processing companies are **not** eligible under this stream.

Not-for-profit organisations incorporated under the Corporations Act 2001 – Sect 111K must provide proof of their non-profit status, details of which can be found on the ATO website.

Community organisations, including community groups, must also be an incorporated association under the NSW Associations Incorporation Act 1984. Community groups which are not incorporated are eligible to apply, but only if they arrange for the grant to be administered by a council or other incorporated non-profit organisation.

### Partnership projects

Partnership projects are encouraged. Partnership projects can improve the implementation and reach of projects. An organisation must be appointed to act as the grant applicant and administrator of the project including signing the funding agreement and submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This agreement should be demonstrated 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.

### Multiple applications

Applicants are permitted to submit multiple applications. For example an organisation might submit an individual project for two different sites and be involved in a partnership project with another organisation.

A separate application is required for each project and an overarching plan must accompany each application detailing what each project proposes, describing how they will all be managed should multiple applications be successful. Each project must be ranked according to the priority to implement within your organisation as a guide for the Technical Review Committee should a decision be required between funding projects.

### Conditions of eligibility

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

- Complete the Trust's forms and documents:
  - Part A: Application Form
  - Part B: Application Budget
  - Part C: Project Plan
  - Financial analysis, using the template provided
  - Cost Benefit Analysis where the total of the project is greater than \$1 million
- Provide a waste assessment (it may be a Bin Trim assessment), waste audit or report by a waste expert.

- 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 are able to attest to the accuracy of the information within the application.
- The application must be submitted by an employee of the organisation applying for the grant and this person must be the nominated/primary contact whose details are in the application. The nominated/primary contact must be available to respond to questions and requests for information from the Trust or the EPA during the application assessment process and, if the application is successful, for the duration of the project.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- 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 previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's approach will be improved.
- Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
- Submit projects that will be substantially completed by 30 June 2017.

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

Your organisation is also ineligible if:

- your organisation, a project partner or related company transport or arrange transport of waste generated in NSW for recycling or disposal out of NSW (at any time from the date you apply for a grant and prior to completion of the project); and
- there was, at the time of transport, a lawful recycling or disposal facility for that waste within NSW.

Organisations that generate waste near the border to 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 NSW.

## Funding

Grants of between \$75,000 and \$500,000 are available, covering up to 50 per cent of the capital costs relating to the infrastructure and equipment for on-site processing or pre-processing organics wastes.

Not-for-profit and government institutions may seek up to 90 per cent of funding however, grant size must be a minimum of \$135,000.

The purpose of the required **waste assessment** is to demonstrate that you have a good understanding of your waste stream and the amount and type of organics currently being disposed to landfill.

Applicants seeking \$100,000 or less of grant funding are strongly encouraged to first check their eligibility for a Bin Trim Rebate through the Business Recycling Program. Generally, Bin Trim rebates are available for recycling equipment in small to medium enterprises (less than 199 employees). Applications are open continuously and the application process is more streamlined than this funding program.

### What will be funded?

This stream is for organisations that are undertaking measures to manage their own organic wastes. It is not intended for businesses where their principal revenue stream is managing the waste of other organisations.

A range of equipment, activities, and/or built infrastructure is eligible for funding provided that the applicant demonstrates the infrastructure and equipment contributes to achieving the objectives of the Organics Infrastructure (Large and Small) Stream 2 Business Organics Recycling grants program. Examples include, but are not limited to:

- On-site composting systems where the outputs meet resource recovery exemptions and orders.
- On-site commercial sized worm farms.
- Dehydrators, desiccators, liquidisers or rapid organics processing units where the outputs meet Resource Recovery Exemptions and Orders where the outputs are taken offsite for further processing at licensed facilities that produce products that meet resource recovery exemptions and orders.
- Anaerobic digesters.
- Equipment which leads to avoiding food waste.
- Contamination management equipment.
- Ancillary equipment such as on-site bins, signage and lifting equipment.
- Training in the use of the new equipment.
- Project coordination costs in partnership projects involving several waste generators sharing processing equipment.

### What will not be funded?

Activities, projects and elements that are ineligible for either grant funding **or** matching contributions include:

- Activities undertaken or equipment purchased or ordered before the time the opening of the grant round was announced.
- Operational expenses including cars, fuel, electricity, equipment maintenance and staff costs (other than staff costs associated with training in the operation of the equipment).
- Project management costs.
- Capital expenditure costs related to processing of non-source separated organics, organics from sources other than the municipal or commercial and industrial waste stream.
- Processing or handling of organics that would not have previously been disposed to landfill.
- The costs of meeting statutory requirements such as development consent, environmental impact assessments, operating licenses, or the conditions thereof.
- Activities, projects or infrastructure outside NSW.
- Compost spreaders for application of processed organics to land.

- That proportion of the equipment's operations that will not be used for the project described in the application or on eligible organics (for example, if your equipment is being used for 50 per cent of the time on eligible organics and 50 per cent of the time on ineligible organic, you can only apply for 25 per cent of the equipment costs).
- Purchase of land.
- Research.
- Marketing or promotional activities.
- Projects where organics management is the principal business activity of the business applying for the grant.
- Leased equipment.
- Chippers for cutting up garden organics (unless the equipment is one step in a processing/composting operation and proof is provided that the garden organics is currently disposed to landfill).
- Equipment to establish or expand business waste collection services
- Costs associated with preparing the application.

### Funding from multiple sources

Funding under this program requires a **co-contribution** of at least 50 per cent towards the total cost of eligible grant items if you are a business, and at least 10 per cent if you are a not-for-profit organisation or government institution. You must be able to demonstrate this in [Part B: Application Budget](#).

Some large projects may require multiple sources of government funding. In order for us to make fair decisions about allocating grants, 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 funded by the Trust.
- Have current applications lodged with other government agencies.
- Receive other funding or rebate 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 all tend to improve outcomes of projects and will make your application more competitive.

### Cost benefit analysis and financial analysis of projects

Applicants will need to undertake a financial analysis and potentially a cost benefit analysis (economic analysis) depending on funding thresholds detailed below. The cost benefit analysis is required to ensure that approved projects will provide value for money, deliver a net public benefit and will deliver significant resource recovery outcomes. The financial analysis is required to demonstrate that the project is financially viable.

These analyses will assist the Trust to understand the private and public benefits associated with your proposal. Economically and financially sound projects that seek to maximise public benefits (such as diversion of waste from landfill, and creation of new jobs) will be favourably considered.

All Applicants are required to submit a financial analysis using the template provided on the Trust's website.

Applicants with a **total project value greater than \$1 million** regardless of the size of the grant, are required to submit a cost benefit analysis (economic) and financial analysis using the templates provided on the Trust's website.

In the cost benefit analysis applicants need to:

- Describe and include both business-as-usual and grant-based scenario cases
- Include all costs that result from the project including capital, operating, maintenance, and provision for contingencies



- Include all the benefits (where values are available) e.g. avoided costs, cost savings, revenue from sale of recovered materials, broader environmental and amenity benefits (where they can be quantified)
- Assess net benefits including:
  - net present value (without grant funding)
  - benefit cost ratio
  - internal rate of return (per cent)
  - sensitivity testing (vary key assumptions and discount rates)
- Document all data sources, references to data sources and assumptions

In the financial analysis applicants need to:

- Include all projects costs, including capital, operating, maintenance, provision for contingencies and tax
- Include all income streams e.g. gate fees, sale of recovered materials and grants
- Confirm that the project is financially viable

### Best practice in sustainability

It is an expectation that projects will implement best practice in sustainability. This can be defined as being mindful of the 'big picture' in designing, building, upgrading or enhancing a facility. In your application you will also need to demonstrate a commitment to incorporating sustainability principles into the design of your project. 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/organisational strategies, policies or plans.

## Grant conditions

Successful grant applicants will be required to agree to the following:

1. Acknowledge both the Trust and EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the dual Trust and EPA logo in accordance with publishing requirements.
2. Ensure that an invitation is issued to a government representative to any launch or public event associated with this funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, representatives should be afforded the courtesy of publicly addressing the event.
3. Hold adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance.
4. Acknowledge the grant funding is contingent on processing capacity and will be adjusted according to any variances to this capacity.
5. Have or can demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
6. Plan to have your additional processing capacity substantially in place by 30 June 2017.

### Compliance with NSW environment protection laws

Please note that the Trust with support from the EPA will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, license 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 30 September 2015 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 taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

### Regulations governing use of outputs

The application of waste to land, or its use as a fuel in NSW may trigger the requirement to hold an Environment Protection Licence (EPL) under the POEO Act. 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 bona-fide, 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 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 and orders please visit the [EPA](#) website.

If it is intended to use organics outputs as a fuel, it must comply with the [NSW Energy from Waste Policy Statement](#).

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

Applicants must certify that all of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

## Obligations of successful applicants

### Funding Agreement – Environmental Trust

Successful applicants will be required to enter into a performance-based funding agreement which will stipulate all funding obligations and conditions. The Trust will monitor the progress of projects. Funding is normally provided against agreed milestones and continuing funding is dependent on satisfactory 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 is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Provide written evidence from any project partners who are contributing funds or resources to the project.
- Forward a Tax Invoice to the Trust for each instalment, as due, of their grant, (plus GST if applicable).
- Have or can demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and the project is planned with this in mind.
- Complete a [Project Measures report](#) at the commencement and with each report. The template details what type of information will be required and can be downloaded from the Trust's website.
- Seek prior approval to any variation to the proposed project plan, project measures, timeframe or budget.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Comply with all conditions contained in the Deed of Agreement.
- Provide Milestone and Final Evaluation Reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently audited financial Statement of Expenditure.
- Acknowledge the Trust's and EPA's support in all promotional material or any public statement about the project. The acknowledgement must include the dual [Trust/EPA logo](#) in written material in accordance with publishing requirements.
- Demonstrate that any previous Trust, OEH and EPA grants received by the organisation were conducted or are progressing to the relevant organisation's satisfaction.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the Final Evaluation Report or promoting the project via other avenues available to the Trust and the EPA.

## Assessment criteria

Selection for Trust grants is a state-wide, 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 allow the TRC to assess your project. Your application should be prepared with these criteria in mind. Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. All questions in the application form should be answered fully.

1. Organics inputs and outputs (see Question 7 of the Application Form)
<ul style="list-style-type: none"><li>• types and quantities diverted</li><li>• documented understanding of organics waste stream quantities and fluctuations</li><li>• documented understanding of measures to eliminate contamination</li><li>• planned ongoing training</li><li>• planned organics management from generation to processing</li></ul>
2. Technical and regulatory analysis (see Question 8 of the Application Form)
<ul style="list-style-type: none"><li>• installation site is appropriate and well planned</li><li>• appropriate equipment chosen</li><li>• good understanding of the required licensing and approvals</li><li>• well planned organics output management</li><li>• quality and WHS systems in place</li></ul>
3. Value for money (see Question 9 and Part B: Application Budget form)
<ul style="list-style-type: none"><li>• a detailed project budget</li><li>• good return for the government grant investment per tonne of processing capacity (applicant contribution is expressed in this formula)</li><li>• a financial analysis</li><li>• environmental, social and economic benefits</li><li>• cash and in kind support is available (co investment is leveraged)</li></ul>
4. Demonstrate ability to deliver the project to a high standard (see Question 10, 11 and Part C: Project Plan)
<ul style="list-style-type: none"><li>• well-developed project planning and methodology</li><li>• well-developed risk management</li><li>• there is a range of resources available for the project</li><li>• demonstrated management skills, expertise and relevant experience</li></ul>

## Business case support

The application documents combine to make a Business Case for your project. Expert assistance is available to prospective applicants, complimentary from the EPA, to support the development of your Business Case. The Business Case Advisory Service provides:

- Up to four hours for projects seeking grant funding between \$75,000 and \$150,000.
- Up to six hours for projects seeking grant funding between \$150,000 and \$300,000.
- Up to eight hours for projects seeking grant funding between \$300,000 and \$500,000.

The advisors support the applicant as they prepare their business case; advising on appropriate analysis, content and presentation of information. The advisor will also provide comment and critical feedback on the quality of the business case presented. Business cases prepared in a consistent format and to high standards will streamline the assessment process and increase the overall quality of grant applications.

The advisors cover the following areas of planning and analysis expertise:

- market analysis, including supply of waste and demand for product
- technical analysis, including selection, integration and optimisation of plant and equipment
- economic and financial analysis, including the preparation of a cost benefit analysis consistent with NSW Treasury Guidelines and assessment of net public benefits
- planning and licensing analysis
- project planning to detail steps involved in commissioning and ongoing operation of the infrastructure

Advisors are **not** funded to:

- gather the necessary background information
- complete business case on behalf of the applicant
- complete the Trust grant application on behalf of the applicant

To apply for Business Case Advisory support, applicants must complete the [EPA Business Case Advisory Service](#) (BCAS) application form on the Trust website. Apply as soon as possible as there are a limited number of advisors and limited time period available prior to the close of grant applications. BCAS applications will not be accepted after 21 June 2016 (i.e. two weeks before the close of the grant round).

The provision of support is at the discretion of the EPA. Receiving BCAS support does not mean that you will automatically be awarded a grant and if you do not receive BCAS support, you can still apply for a grant. If your BCAS application is successful, the EPA program manager will contact you and will forward your BCAS application and contact details to an advisor.

Advisors are contracted by the EPA and are bound to keep information provided by applicants confidential.

## Part B: Application budget

### Overview

[Part B: Application Budget](#), is an Excel document and is separate from the main application form. When you complete Part B electronically, the figures you enter will be totalled automatically. Do not cut and paste data into this document as it alters the formatting and may cause errors.

All costing in your budget needs 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 your project.

## Taxation - goods and services tax (GST)

- 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 councils (as a government related entity) should be exclusive of GST.

## Application and submission process

The Application consists of the following parts:

<b>Part A</b> Application Form  PDF Document	<b>Part B</b> Application Budget  Excel Document	<b>Part C</b> Project Plan  Word Document	Financial Analysis  Excel Document	Cost Benefit Analysis  Excel Document
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These documents are available to download from the [Trust's website](#).

**Note:** Part A and Part B forms are locked. This means that for Part A: Application Form, the size of the text boxes will not expand and that you will not be able to type beyond the bottom of the text box. Part C: Project Plan form will expand to accommodate your answers.

Ensure you have included with your application all of the other required forms i.e. waste assessment as detailed on page 5 of these guidelines.

## Who to contact if you need further help

<b>Application Assistance</b>  NSW Environmental Trust  Phone: (02) 8837 6093 Email: <a href="mailto:waste.recycling@environmentaltrust.nsw.gov.au">waste.recycling@environmentaltrust.nsw.gov.au</a>	<b>General program issues or questions</b>  NSW Environment Protection Authority  Phone: (02) 9995 6876 Email: <a href="mailto:organics.recycling@epa.nsw.gov.au">organics.recycling@epa.nsw.gov.au</a>
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## Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Review Committee for consideration.

Example of acceptable attachments:

1. Partnership letters (maximum 2 pages)
2. Proposed management plan for partnership projects (maximum 2 pages)
3. Summary of previous projects (maximum 2 pages)
4. Letters of support signed by senior officers (maximum 2 pages)
5. Risk management plan (maximum 4 pages)
6. Gantt chart (A4)

Should you require more pages, please contact Trust Administration on (02) 8837 6093 or by email at [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au) regarding any planned attachments.

## Application submission

It is recommended that you read all sections of the Guidelines for applicants, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

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

Before submitting your application, please refer to the submission process set-out below.

<ul style="list-style-type: none"> <li>• Answer <b>all</b> questions in Part A - Application Form.</li> <li>• Submit your entire application by <b>ONE</b> of the methods below. (<b>DO NOT</b> Email AND post). <b>Email is the preferred option.</b></li> <li>• <b>Do not fax</b> any part of your application.</li> <li>• 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.</li> <li>• Complete and submit Part B - Application Budget spreadsheet. Do not include ineligible items in your budget.</li> <li>• Complete and submit Part C - Project Plan.</li> <li>• Complete and submit a financial analysis in the provided template – submitted as an excel spreadsheet</li> <li>• Attach your waste assessments and waste assessments from any partners who will also be using the organics infrastructure/equipment</li> <li>• Have your application authorised by the appropriately authorised people within your organisation</li> <li>• Attach all required supporting information. Additional information should be kept to a minimum. <b>If your application refers to a large document, only include the relevant pages of that document</b> i.e. title page, executive summary, relevant pages.</li> <li>• Submit your application form and all other documents by the <b>closing date 5pm Wednesday, 13 July 2016.</b></li> </ul>		
<b>Email to:</b>	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> <li>• <b>Do not ZIP your application.</b></li> <li>• <b>Email subject line must use this format:</b> <i>Organisation Name – OI Stream 2</i>. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the Stream 1.</li> <li>• <b>Application form must be sent as the PDF smart form.</b> Name your form <b>ONLY</b> as: <i>Organisation Name and application number if more than 1</i></li> <li>• The <b>budget, financial analysis and cost benefit analysis spreadsheets must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF.</b> Name your document <b>ONLY</b> as: <i>Application Budget, Project Plan</i> respectively.</li> <li>• Attachments can be emailed as Word, Excel or PDF documents only. <b>PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc.</b></li> <li>• Ensure you email your entire application, including all attachments.</li> <li>• <b>Note:</b> Emailed applications must not be larger than <b>10MB</b> including all attachments.</li> </ul>
<b>Post to:</b>	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> <li>• If your application exceeds 10MB, you may submit all your forms and supporting documents on a USB.</li> <li>• Hardcopies will not be accepted.</li> </ul>

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



## Application and notification

### Acknowledgement of receipt of applications

For emailed applications, you should expect acknowledgement of your Application Form within two days of the closing date. If you do not receive acknowledgement, please contact the Trust to ensure your email has been received.

Furthermore, 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, please contact Trust administration on (02) 8837 6093 or by email at [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au).

### Notification of grant decisions

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

### Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and complete for assessment purposes.

The Trust establishes an independent Technical Review Committee (TRC) for each grant program. The Trust's TRCs are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee 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 independent TRC will assess the merit of your proposal by using the assessment criteria outlined on page 10 of these guidelines and will make recommendations to the Trust who will ultimately approve the funding. 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 contacting the Trust Administration staff.

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

### Confidentiality

The Trust will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. 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*.

### Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to grant the EPA and Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

### 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 potential recipients seek independent legal and financial advice if uncertain of the taxation obligations.

Refer to Taxation - goods and services tax (GST) on page 12 for more information.



## Program Changes

The Trust reserves the right, as its sole and absolute discretion and at any time, to change the eligibility and selection criteria for this program. Current eligibility and selection criteria for the fund are described by this document.

## Conflict of interest

### **Refers to question 12.2 in your Application Form**

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- The project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant.
- Members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds.
- Members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds.
- Works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential conflict of interest. The TRC will assess each situation on its merits and environmental need.

## Section 2: Guide to completing your application

The information below will be useful when answering specific questions in your application. Guide notes have not been provided for those questions where the answer is considered to be apparent.

Eligibility	
Page i	<b>Legal status of your organisation.</b> Please refer to page 3 of these guidelines regarding the eligibility. Each funding stream is open to a specific range of organisations. If your organisation is not eligible to apply it will not be considered.
	<b>Has your organisation already purchased any of the equipment/infrastructure for which you are applying for in this application?</b> Grant funding is only available for new equipment and infrastructure.
Application contact details	
1.1	<b>Primary contact details.</b> The person that can be contacted before, during or after the project for additional information, updates on progress etc.
1.2	<b>Management Structure.</b> Details of key individuals: List the main people involved in managing and implementing the project. Experience in similar projects and support/involvement of senior management is beneficial. For larger projects this should be demonstrated through attachment of CVs or letters.  Years trading: this is not required for government organisations  Number of personnel: for some organisations this may include paid staff as well as clients/students/people serviced by the organisation. Depending on the type of project this figure gives an indication of the amount of organics potentially generated.
1.3	<b>Contact details for partners (if applicable).</b> If you are submitting an application as an individual organisation please only complete 1.1.  Partnership projects include projects where the equipment is being purchased to process or pre-process organics waste from a number of business operating in close proximity to each other e.g. within a retail precinct.  For partnership projects the primary contact listed in 1.1 is from the organisation appointed to act as the lead grant applicant. The lead grant applicant must act as administrator of the grant program including signing the funding agreement and submitting milestone and financial reports. Partner organisations may be contacted for information if the lead grant applicant is unavailable.  A letter from each partner (or a MoU), confirming participation, roles, responsibilities and funding contributions must be submitted with the grant application.
2	<b>Has your organisation previously received EPA, OEH or NSW Environmental Trust funding?</b> Please only include grants your organisation received within the last five years. Your grant application assessment will include consideration of how well previous grants were implemented.
3	<b>Insurance.</b> Please provide details of your insurance(s) as 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.
Licencing and compliance history under NSW Environment Protection laws	
4	Please refer to page 7 of these guidelines regarding Compliance with NSW environment protection laws.
Project details	
5.1	<b>Project title and duration.</b> The project title will be used on all promotional material, on the Trust website, funding agreement and any other relevant project materials. It should be short and no more than 68 characters long.  Provide the proposed start and end dates for the project. The project cannot begin until you have been notified your grant application is successful. All project must be substantially operational by 30 June 2017. The final report must be submitted within three months of completion of activities.

5.2	<b>Project location.</b> Give the name and address of the site where the equipment or facility will be located.
5.3	<b>Geographic areas.</b> List the local government area(s) and state electorate(s) where the project will occur.
5.4	<b>Payment and milestone schedule.</b> <ul style="list-style-type: none"> <li>Complete this part of the application form once you have completed Part B: Application Budget, and Part C: Project Plan.</li> <li>Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. The total funding requested cannot exceed \$500,000. Grant requests cannot be for greater than 50 per cent of the eligible project costs or 90 per cent for registered not-for-profit organisations and government institutions, and must equal figures in Part B: Application Budget (excel document).</li> <li>For most projects, the first instalment amount must be 50 per cent of your total funding amount requested, the second or third instalment 40 per cent, and the final instalment 10 per cent.</li> <li>Please provide the milestone dates you expect to achieve milestone 2, 3 and 4.</li> <li>Milestone 1 should be approximately October 2016. The purchase of equipment or construction of infrastructure cannot begin until the funding agreement has been signed by the Trust. The project be completed by June 2017.</li> <li>Milestone 2 will be the date you expect to purchase equipment/commence construction.</li> <li>Milestone 3 will be the date you expect the facility to be commissioned.</li> <li>Milestone 4 will be project completion and submission of the final grant report to the Trust with at least 3 months of processing.</li> </ul> Milestones will be linked to the Trust reporting and milestone payments.
Project description	
6.1	<b>One page overview.</b> Provide a maximum one page overview of your project. You need to explain a little of the context, what type of business or organisation you are from and why you are seeking to develop this project. You need to explain where the waste comes from, what sort of quantities, how it is currently managed and how you intend this project to change that management. Describe briefly the equipment or infrastructure that you wish to purchase, explain how it will be used and explain what will happen to the material that results from the process.
6.2	<b>Project description.</b> Please provide a 100 word summary of your project, this will need to be succinct and include the main activities and outcomes that you want to achieve. This summary will be used in promotional material relating to your grant including media, websites etc. A punchy plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver.  <i>Project X is about...      It's important to do because...      When it is finished the project will ....</i>
6.3	<b>Please explain why this project would not go ahead in the near future without funding from this program.</b> Funding will not be provided for activities which it is reasonable to expect would occur without assistance of this Grants Program, including those sufficiently cost-effective to implement without funding assistance. Please describe why this project would not proceed without funding assistance or how the funding would enable to 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: <ul style="list-style-type: none"> <li>What is your estimated annual increase in revenue and/or reduction in expenses?</li> <li>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?</li> <li>Have other forms of finance been considered for part or the entire project? If not, why not? If it has been rejected, what was the basis for this decision?</li> </ul> For projects where there are no financial barriers to proceeding, or where cost savings from the project will not accrue to the organisation, state: <ul style="list-style-type: none"> <li>What are the non-financial barriers to implementing the project?</li> <li>How will the funding assistance help the project proceed?</li> </ul>

Criterion 1: Organics inputs and outputs	
7.1	<p><b>Please list the types of organics you intend to recover and their source(s). How are you currently managing these organics? (For example food from restaurant preparation, food left over from food service).</b></p> <p>It is important to understand the types of organics you have in your system. This will assist in determining the type of infrastructure and the way that you can recycle the output material. Also explain how the organics are currently being managed. Organics currently being landfilled are generally the only eligible organics under this grant program.</p> <p>Organics applied to land must meet Resource Recovery Exemptions and Orders. For an understanding of the Regulations please see Page 7 Compliance with NSW environment protection laws.</p> <p>Food waste going for animal feed is regulated by the Department of Primary Industry and is quite restrictive especially where meat and dairy are involved. If you discover that you have inadvertently being directing non-compliant food waste for animal feed or land application, and the only other alternative is landfill, then you may be eligible for grant funding.</p>
7.2	<p><b>Please detail quantities of organics the project/facility will handle (tonnes/year).</b></p> <p>A numerical answer is required here.</p>
7.3	<p><b>How have you assessed the organics in your waste stream and determined what is suitable for processing/pre-processing? Please summarise here and attach an assessment report or a waste audit summary.</b></p> <p>You must attach a copy of your waste assessment to your application. Provide a very brief overview here. For example when was the assessment undertaken, was it a visual or weight based assessment, who undertook the assessment, was it of all your waste streams or just organics, does the assessment take into account peak times or seasonal variations?</p> <p>If you have undertaken several assessments mention that here and attach only your latest report to your grant application.</p> <p>Have you implemented any actions following the assessment? This may change the amount of organics available for this project or if the actions were related to other waste streams such as cardboard, demonstrate staff and managerial commitment to implementing improved waste management actions.</p> <p>For partnership projects attach copies of the waste assessments from all partners who will be sending material to the processing or pre-processing equipment to be purchased with grant funding. Describe whether there are other businesses who may become partners in the future.</p>
7.4	<p><b>Contamination is a major barrier to the successful recycling of organics. Contamination of food organics often consists of cutlery, napery, glass and crockery. Please describe the training that you will implement to eliminate contamination, this will need to take account of the staff involved in the areas that generate the waste, e.g. kitchens, and the staff involved in collecting and managing the food waste.</b></p> <p>There are usually two points where contamination is managed, at the point of generation (e.g. in a kitchen) and at the 'front end' or loading area for a piece of processing equipment. Staff in restaurants and other food waste generating areas, need to understand the procedures for ensuring that food waste streams are kept contaminant free. Staff who load and operate processing equipment need to be charged with the responsibility of checking for and removing contamination prior to loading.</p>
7.5	<p><b>What ongoing training measures do you have in place for new staff in the areas where food waste is generated, collected and managed?</b></p> <p>Past experience has shown that staff turn-over is a key issue in ensuring that organics are contamination free prior to loading into a processing facility. Staff are usually trained when a piece of equipment is installed, but training arrangements often end there. To ensure success of the system, training in the importance of separating the organic material needs to form part of any new staff induction. The success of the new equipment will be dependent on how well its operation is integrated into the current operational and management systems.</p>
7.6	<p><b>How will the organics be collected and transported to the processing/pre-processing equipment? What other equipment is required for collection and storage?</b></p> <p>Past experience has shown that the bins for the food waste need to be clearly differentiated from other waste or recycling bins and that good signage is required at all the generation and processing/pre-processing sites. Similarly, it must be clear who is responsible for removing the material from the kitchen or other waste generating area to the point of processing/pre-processing. Some pieces of equipment can be loaded continually, some need to operate in batches and material needs to be stored prior to loading, how will you store the material if this is the case? Will loading the facility require lifting equipment?</p>

7.7	<p><b>For partnership projects only – how will contamination, collection, transport and cleaning be managed for the cluster of businesses?</b></p> <p>When a number of businesses are jointly using processing or pre-processing equipment the equipment is more likely to be located away from the kitchen areas generating the waste and a management structure needs to be established to ensure the equipment area remains clean and functional for all partners. One option is for each business / partner to contribute to a part time staff member who is responsible for collecting bins from each business, checking contamination, cleaning bins and returning them from the processing area to the business/partner. Alternatively the lead grant applicant such as a council or property manager may own, operate and manage equipment on behalf of businesses generating the organic wastes. Describe the arrangements for your project.</p>
<b>Criterion 2: Technical and regulatory analysis</b>	
8.1	<p><b>Describe how you decided between: 1. separation for off-site processing; 2.on site processing via more traditional methods; 3. on site processing using electronic/automated machines.</b></p> <p>There are often many options available for managing the whole or parts of a business's organics waste. These options can usually be grouped into three main types based on the operational management requirements. For example:</p> <ul style="list-style-type: none"> <li>• Source separation with all processing offsite might be the best an option where collection and processing solutions are available off site, staff in the food waste generating area are willing to separate food organics from other waste but no staff are available for other tasks.</li> <li>• More traditional methods such composting and worm farms may be appropriate if there is space on site, garden waste is already treated on site and there are staff with skills in managing these types of systems and able to make day to day operational adjustments and decisions.</li> <li>• Electronic/automated machines may be more appropriate where space is limited, operational staff are available but have limited skills/ expertise and responsibilities and can report red light warning lights to senior staff when the equipment detects its own operational issues.</li> </ul>
8.2	<p><b>Describe your facility/site - provide details of where you intend to install the processing/pre-processing equipment/infrastructure, location of main waste generating activities and access for removing the processed material.</b></p> <p>Some odour is almost unavoidable with food organics processing. This can be a very sensitive issue if you have customers and clients moving around the site. Facility management needs to be happy that the positioning of the processing/pre-processing equipment/infrastructure, takes any potential odour problems into account.</p> <p>You also need to consider space requirements for storage, loading and unloading the equipment. Is there appropriate access for a vehicle to remove the processed material?</p> <p>Ensure your facility/site description includes how odour, loading and unloading have been taken into account.</p>
8.3	<p><b>Describe the infrastructure and equipment you intend to purchase. Give a brief description of its operation.</b></p> <p>Detail the footprint, the processing capacity, the loading and unloading procedures, the type of process, the operational cycle, the services required (electricity, water, sewerage), and the maintenance schedules. Detail the lifespan of the equipment and warranty. Is the equipment commonly used in NSW or Australia? Attach a concise/summary sales brochure (if available)</p>
8.4	<p><b>What comparative analysis did you undertake in choosing the particular processing equipment? Please provide details of other options considered.</b></p> <p>This application question asks you to demonstrate for the technical committee that you have explored several equipment options and equipment suppliers to ensure that you are choosing the most efficient, cost effective suitable equipment for your needs. The manufacturer's product description or costing/quote is not a sufficient response. Your answer should also clearly describe how you have considered the staff management of the organics management system and the specific piece of equipment chosen.</p>
8.5	<p><b>Describe the licensing and approvals needed for your project. (For example, a trade waste to sewer approval).</b></p> <p>Partnership projects where some of the organic waste is generated on a different property to the processing equipment may need an Environmental Protection Licence from the EPA.</p> <p>If you need to discharge to sewer you may need approval from Sydney Water or a local wastewater authority. For Sydney water you will need to complete an application for connection to discharge trade wastewater or apply at a <a href="#">Quick Check</a> agent.</p> <p>Anaerobic digesters may need to be licensed for fuel production. Council approvals may need to be varied. For example a variation to a food premises license, or variation to development consent to allow composting as an ancillary land use.</p> <p>Demonstrate that you have investigated all potential licensing and approval variations for your project.</p>

8.6	<p><b>Please describe the organic output from your equipment and how it will be managed.</b></p> <p>It is a regulatory requirement that material destined for land application offsite must meet EPA Resource Recovery Exemptions/Orders as described on page 8 of these Guidelines. The conditions of Resource Recovery Exemptions and Orders are in place to help protect human health and the environment it is therefore good practice for these conditions to be met whether or not the material is to be applied to land off or on site.</p> <p>A grant program decision was made to not fund onsite use of material from dehydrators and other rapid organics processing units that does not meet the regulatory requirements for offsite use.</p> <p>Where material is to be used on site it is strongly recommended that you submit an explanatory document as an attachments to your grant application to provide certainty to the Technical Review Committee that the outputs will be applied in accordance with a Resource Recovery Exemption. This should include site map, intended reuse areas, slope, vegetation cover, application rates and frequencies, and information such as whether the material will be incorporated in to the soil.</p> <p>If your equipment is for pre-processing, you need to ensure that operational and financial plans take into account that you will have to pay to have the material transported and further processed. On site pre-processing will significantly reduce the weight and volume of your food waste and could thus reduce the expenses you would have incurred if you had simply sent this material in your normal waste stream.</p> <p>Your description of output should include figures. For example:</p> <ul style="list-style-type: none"> <li>• 10 cubic metres of compost will be produced per year and this will be applied to gardens around the 12 hectare grounds.</li> <li>• One kilogram of dried semi digested food waste will be produced per day, collected by &lt; company&gt; and taken to &lt; facility name &gt; for further processing into compost.</li> <li>• 1 kilolitre per day of liquid trade waste will be produced per day and discharged to sewer through Sydney Water trade waste approval &lt; number&gt;. Sludge will need to be removed from the machine once per year and will be disposed by a licensed liquid waste contractor.</li> <li>• 20 litres of digestate will be need to be drawn off from the anaerobic digester per month, this will be sent through a belt press and then to &lt;name&gt; composting facility</li> </ul>
8.7	<p><b>Management systems.</b></p> <p>Quality, Environmental Management and Work Health and Safety systems provide some assurance that the project will not result in harm to human health or the environment. Safe operation of equipment, odour control, temperature control and contamination management are particularly important for food and garden processing. Describe what systems you have in place and how they will be reviewed and updated once the organics handling system and equipment is in place.</p>
<b>Criterion 3: Value for money and project impacts</b>	
9.1	<p><b>Resources from other sources.</b></p> <p>List any other grants or payments you (the applicant and partners listed in this application) have/will receive relating to this project, that the EPA and other state or commonwealth agencies have/will issue.</p> <p><b>Note:</b> This grant will fund additional work, promotion or materials above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs.</p>
9.2	<p><b>Additional contribution – ineligible grant items (cash and in-kind contributions).</b></p> <p>Please provide details about cash or in-kind contributions to ineligible grant items. This may include items such as, but not limited to, other pieces of equipment, staff costs, and project management costs. Refer to pages 5 and 6 of the Application Guidelines.</p> <p><b>Note:</b> Cash and in kind contributions to eligible grant items should be included in Part B: Application Budget.</p>
9.3	<p><b>Describe how your project is delivering good value for money.</b></p> <p>Please describe why this project will deliver good value for the government investment. Your project is evaluated against other Stream 2 business organics recycling grant applications as well as other Organics Infrastructure (Large and Small) Stream 1 and 3 projects. Describe why your project should receive grant funding.</p>
9.4	<p><b>Grant return: Please detail the grant dollar per kg (or tonne) of processing capacity per year.</b></p> <p>This calculation will give one measure of the return for the grant investment by the Government. Grant dollar per kg or tonne is decreased when the applicant contribution is high, equipment costs are low, and the amount of organics processed and capacity of the equipment in a one year period is high.</p> <p>These figures will contribute to understanding the overall value for money.</p>



9.5	<p><b>Use a financial analysis to support your proposal. Provide a summary here and attach your calculations using the supplied template.</b></p> <p>The financial analysis is required to demonstrate that the project is financially viable. The level of detail and analysis will depend on the amount of grant funding sought for your project. Ensure your analysis is consistent with information provided in other sections of your application, budget and project plan. Use the supplied template and submit your calculations as an excel spreadsheet.</p>
Part B	<p><b>Part B: Application Budget.</b></p> <p>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 for eligible grant items. Instructions are contained within excel document. Only include eligible grant items – by referring to the ‘what will be funded’ and ‘what won’t be funded’ section of these guidelines.</p> <p>Project grants between \$75,000 and \$500,000, covering up to 50 per cent of the capital costs relating to the infrastructure and equipment are available. Not-for-profit organisations and government institutions may seek up to 90 per cent of funding however, grant size must be a minimum of \$135,000. Applicants that are willing to contribute more will be favoured in the grant assessment process.</p> <p>Provide as much detail and breakdown as possible such as wage as \$x/hrs/week *y weeks.</p> <p>This form also has a series of tabs that pull up charts to include more detailed costing details for construction, consultants, contractors, equipment and other costs.</p> <p><b>Note:</b> The cash and in-kind contribution to eligible grant items should be included in the excel form</p>
<b>Criterion 4: Demonstrated ability to deliver the project to a high standard</b>	
10	<p><b>Project measures table</b></p> <p>The project measures included in this table offer a range of baseline data and target measures that are meant to help you record, monitor and guide the outcomes of your project. The table captures projected quantitative data for your project. If you are successful in receiving a grant, this will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>Data provided in this question should correlate with outputs detailed in Part C: Project planning, including risk management.</p> <p><b>Why:</b> The project measures table allows you to demonstrate what outputs will be delivered as part of your project. In this way it can become a kind of quick ready reckoner for you to check how the project is tracking against the projected measures. The Trust can use this information to help support all our grant recipients as we review the outcomes of their projects. The Trust can combine project measure data received to build a broader picture of the achievements across all of our grants programs.</p> <p><b>Note:</b> Measures that are highlighted as Mandatory must be included.</p> <p><b>How:</b> It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p> <p><b>Note:</b> 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 the mandatory and the relevant project measures, the other measures can be left blank.</p>
Part C	<p><b>Part C: Project planning, including risk management.</b></p> <p>This is a separate WORD document which can be downloaded from the Trust website. This document is where you will detail your project objectives, outcomes, risks, tasks etc. All sections of the template should expand. Part C: Project planning definitions can be downloaded from the Trust website and should also be used as a guide. Ensure you include a detailed risk management plan as well as detail of the resources and skills to undertake the projects.</p>
11.1	<p><b>Describe your ongoing commitment to the project.</b></p> <p>Does this project fit within your organisation’s broader sustainability framework and goals? Is the grant project part of a larger waste management improvement program? Will the equipment be upgraded and replaced in the future? Are a range of staff engaged and committed to implementing the project? If unanticipated issues are encountered when implementing the project will additional resources such as staff training and incentives be added to the project?</p>
11.2	<p><b>For partnership projects only – Describe the on-going commitment to management of the project.</b></p> <p>For partnership projects, attach a MOU or letters of commitment from partners confirming participation, roles, responsibilities and funding contributions. Describe partner commitments to staff training and involvement in implementing the project, as well as any mechanisms to encourage additional/replacement partners in the future. For example will tenancy agreements include requirements for participation? Were partners actively involved in the design of the grant project? Are incentives and recognition award planned for partners and their staff?</p>
<b>Other supporting information</b>	

12.1	<p><b>It is expected that the project will implement best practice in sustainability, please detail how you intend to achieve this. Also detail any other benefits of the project in particular 'Triple Bottom Line' outcomes.</b></p> <p>Best practice can be defined as being mindful of the 'big picture' in designing and implementing a project. This could include the use of recycled materials, supporting local businesses, utilising online resources versus hard copy information, encouraging the use of active transport or public transport to attend project events, considering the energy requirements of onsite processing equipment.</p> <p><b>Environmental</b> Describe your organisation's commitment to the implementation of sustainability in this project and any associated actions your organisation has already implemented, or intends to implement, including reference to local strategies, policies or plans. For example, include:</p> <ul style="list-style-type: none"> <li>• tonnage per year diversion of food from landfill or decreased methane production</li> <li>• when these benefits will be realised and for how long</li> <li>• environmental considerations you have used in selecting the equipment such as energy and fuel efficiency</li> </ul> <p><b>Economic</b> Benefits might include new jobs, resources kept within the economy, avoidance of costs. Also include in your description when these benefits will be realised and for how long.</p> <p><b>Social</b> Benefits may include:</p> <ul style="list-style-type: none"> <li>• number of meals generated</li> <li>• strengthened local communities</li> <li>• jobs for disadvantaged people</li> <li>• improved nutrition</li> </ul> <p>Also include in your description when these benefits will be realised and for how long.</p>
12.2	<p><b>Please declare any real, potential or perceived conflict of interest that you may be aware of.</b></p> <p>This can relate to land ownership, salary and/or contractor payments. Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:</p> <ul style="list-style-type: none"> <li>• the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant</li> <li>• members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds</li> <li>• members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds</li> <li>• works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives</li> </ul> <p>Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential COI. The Technical Review Committee will assess each situation on its merits and environmental need.</p>
12.3	<p><b>Community Benefit. Detail how this project will specifically benefit the local community it is located in and the broader NSW community.</b></p> <p>Include information such as:</p> <ul style="list-style-type: none"> <li>• Additional jobs both during construction and ongoing operational.</li> <li>• New or expanded waste services.</li> <li>• Sale of new products from recovered materials.</li> <li>• Procurement of goods and services including communications, advertising, technical, financial, transport etc.</li> </ul> <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
12.4	<p><b>List all of the people/organisations who have contributed to the information in this application.</b></p> <p>Include other divisions or units within council 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.</p>

## Additional resources

The Trust strongly recommends that you consult with the EPA on (02) 9995 6876 to discuss your project ideas and for assistance with your application.