



Waste Less, Recycle More

Landfill Consolidation and Environmental Improvements Application Form

Closing date: 5pm Thursday, 23 November 2017

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.

Published by:

Office of Environment and Heritage NSW

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

Phone: 131 555 (environment information and publications requests)

Phone: 1300 361 967 (national parks, climate change and energy efficiency information, and publications requests)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au

See also www.environment.nsw.gov.au

OEH 2017/0350

July 2017

What you need to know about this program

How to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed, visit the [Adobe website](#) to ensure you have the latest version. The answer boxes are set in size and will not accommodate additional text beyond the borders.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Complete the **eligibility checklist first** to ensure you are eligible to apply prior to continuing.
- Answer all questions in the Application form (Part A, this form). Incomplete or ineligible applications will not be considered.
- Complete Application Budget (Part B) as an Excel spreadsheet (**Do Not PDF**). Please provide as much costing detail as available.
- Conduct a Risk Assessment of environmental performance for **each landfill** being considered under this project. Attach a copy of each risk assessment. Refer to page 15 of the guidelines.
- Provide a concept design/layout for each site clearly showing the size and location of each landfill. Submit any photographs to supports your application.
- Provide additional information you deem may be relevant to your project. If your application refers to additional documents please attach only the relevant pages to your application. Additional material must be within the size limit guidelines.
- If you are applying for the local government exemption for transporting waste interstate, you must attach your request and appropriate evidence and timeframe.
- Submit your application by the closing date: **5pm Thursday, 23 November 2017**.

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: waste.recycling@environmentaltrust.nsw.gov.au

NSW Environment Protection Authority

Telephone: (02) 9995 5755

Email: wasteless.councils@epa.nsw.gov.au

Eligibility

1. I am aware that during the life of any grant awarded to my organisation, if my organisation, a project partner or related organisation transports or arranges the transport of waste generated in NSW for recycling or disposal outside of NSW, any grant awarded to my organisation will be terminated immediately and my organisation will be required to repay to the Trust the whole of the grant. (Note: an organisation can apply for an exemption to this requirement if its operations are close to the border of any other State or Territory). Yes ☐

2. **Has your organisation already commenced work on the project that you are seeking funding for?**

If you have answered Yes to this question, your organisation is not eligible to apply for funding.

3. **Legal status of your organisation**

Organisations eligible to apply include:

NSW councils (as defined in the NSW Local Government Act)

Other local government controlled organisation (or deems to have the same local government function).

Regional or joint organisation of councils (ROC or JOC)

Regional waste group (RWG)

RWG, ROC and JOC may apply and/or coordinate projects on behalf of one or several NSW councils within their regional group, provided each council nominates a contact person for the project.

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

Refer to page 3 of the [Guidelines for Applicants](#).

4. **Conditions of eligibility and funding**

Read pages 3-6 of the [Guidelines for Applicants](#)

Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Thursday, 23 November 2017** via email to: waste.recycling@environmentaltrust.nsw.gov.au.

1 Application proposal.

Applicant organisation name	
Project title	
Funding amount requested	

Start date:

End date:

2 Provide a 100 word, maximum, summary of your project. This summary will be used to promote your project on the Environmental Trust website and in media releases.

3 Project category and components.

3a Select which stream you are applying for.

- ☐ Stream 1 – Landfill closure and/or transfer station ☐ Stream 2 – Environmental Improvements

3b Project components. What will be the main components of the landfill consolidation project?

Stream 1 – Landfill closure and/or transfer station	Stream 2 – Environmental Improvements
<input type="checkbox"/> Full closure	<input type="checkbox"/> Equipment hire costs for undertaking improvement works
<input type="checkbox"/> Part closure	<input type="checkbox"/> Fencing at the site
<input type="checkbox"/> Equipment hire costs for closure works	<input type="checkbox"/> Litter control
<input type="checkbox"/> Fencing to enclose the site	<input type="checkbox"/> Site security
<input type="checkbox"/> Establishment of transfer station and associated works (if landfill was closed under previous rounds or will be closed under this round)	<input type="checkbox"/> Storm water/sedimentation controls and improvements (not collection systems)
	<input type="checkbox"/> Waste material separation infrastructure (e.g. bollards and signage)

Both streams
<input type="checkbox"/> Signage (including acknowledging EPA & Trust)
<input type="checkbox"/> Demountable buildings (10 per cent of total project cost)
<input type="checkbox"/> Project related internal road improvements to standard of facility
<input type="checkbox"/> Other

4 Geographical reach.

Primary area this must be the local government and state electorate for the project site address. To help you, use the links below to confirm the correct council and state electorate are being selected.

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

5 Project location.

List each landfill proposed for this project. Indicate whether full or part closure is planned for each landfill proposed for this project.

A copy of [NSW EPA's E-RAMP](#) risk assessment or alternative must be attached to the application form for each landfill. Refer to page 15 of the [guidelines](#).

If landfill accepts less than 5,000 tonnes per annum	Operational and mitigation sections of E-RAMP completed	<input type="checkbox"/>
If landfill accepts more than 5,000 tonnes per annum	Alternative risk assessment which includes current operational conditions and mitigation considerations completed	<input type="checkbox"/>

You are required to provide location information for your landfill sites. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on 'What's here'?

Name of landfill	Postal address	Latitude	Longitude	Rank of importance (in order of priority)

- ☐ Provide the coordinates in Geocentric Datum of Australia 1994 (GDA94) format
- ☐ Yes ☐ No Are you submitting more than one application form for Stream 1?
- ☐ Yes ☐ No Are you submitting more than one application form for Stream 2?
- ☐ Yes ☐ No Are you applying for funding under both Streams 1 and 2?
- ☐ Yes ☐ No If yes, have you included a **covering letter** that clearly ranks and prioritises the landfills or projects?

6 Primary contact details.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Organisation	<input type="text"/>				
ABN	<input type="text"/>			Registered for GST	
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Phone	<input type="text"/>		Mobile	<input type="text"/>	
Email	<input type="text"/>				

Secondary contact details

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"/>				

7 Management structure.

	Name	Position title
Management structure details: Provide details of key individuals involved in the project. Attach CVs to the back of the application (no more than 2 pages per person).	<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"/>

8 Partner contact details (if applicable).

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Organisation	<input type="text"/>				
ABN	<input type="text"/>	Registered for GST <input type="checkbox"/>			
Postal Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

Secondary contact details

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"/>				

9 Has your organisation previously received NSW Environmental Trust, EPA or OEH funding?

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

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

10 Insurance.

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

Company	<input type="text"/>
Policy numbers	<input type="text"/>
Coverage	<input type="text"/>
Currency (expiry date)	<input type="text"/>

Criterion 1: Planning and environmental protection licencing

11 Is the landfill facility licensed by NSW EPA under an Environment Protection Licence (EPL)?

☐

Yes

EPL No.

☐

No

Refer to page 16 of the [guidelines](#) regarding **Surrender of Licence**.

12 In the last five years have you, or any alliance/partner organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW Environment Protection laws including *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 2014* and the *Native Vegetation Act 2003*?

☐

Yes

☐

No

If yes, please provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

13 Have you 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

14 Have you checked requirements and will a Section 149 Certificate for Contaminated Land be issued by council?

☐ Yes ☐ No

15 Describe what consultation has been undertaken with your planning consent authority including any planning, site, environmental or engineering investigations that have been undertaken.

16 If planning consent is required, what planning approvals are needed and what are the likely timeframes for consent?

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

Provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$200,000. The first instalment amount must be 10 per cent of your total funding amount requested, the second and third instalments should total 40 per cent, and the final instalment 50 per cent. Milestone 1 should be approximately March 2018.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			Milestone 1 Report <i>including the following:</i> <ul style="list-style-type: none"> Signed Deed of Agreement. Any documents required as a special condition. Project measures report (initial projections). Tax invoice to the Trust for the instalment amount with GST if appropriate.
Milestone 2 Detailed landfill closure design and costing or Detailed environmental improvements and community engagement			Milestone 2 Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (progress). Statement of Expenditure (progress). Documentation including maps, site plans, diagrams of planned works. Evidence of EPA Regional Office support and approval. Landfill closure management plan (plan must be certified by an appropriate professional with relevant credentials (e.g. Council engineer) with a covering letter ratifying the document). (Stream 1 only). Landfill closure management plan approved by the local EPA Regional Office. (Stream 1 only). Submission of closure design and detailed costings including evidence of any license compliance activities. (Stream 1 only). Evidence of Development Application/Construction Certificate (if applicable). Evidence and details of community engagement methods undertaken. Copies of documents or information provided to residents affected by change to landfill service (if available at this stage). Tax invoice to Trust for the instalment amount with GST if appropriate.
Final report Facility consolidated and final report			Final Evaluation Report <i>including the following:</i> <ul style="list-style-type: none"> Project measures report (final). Statement of Expenditure (final). Copies of final tax invoices for providers, suppliers, contractors. Documentation supporting completion of project (e.g. photos, videos, media releases, construction certificate, council newsletters etc.). Notification to the local EPA Regional Office on completion of works. If applicable, this notification must include any additional information requested by the EPA at the time of approving the landfill closure management plan. Copies of documents or media information provided to residents affected by change to landfill service (if available at this stage). Tax invoice to Trust for the instalment amount with GST if appropriate.
Total funding requested			Total funding must equal/be the same as the amount in your submitted budget form

Criterion 2: Demonstrated need for the project

18 Describe the current operating conditions for each proposed landfill and the environmental issues that you want to address through the project.
Refer to page 16 of the [guidelines](#).

Name of landfill	Current operational condition. (including tonnages and population coverage if known)	Environmental issues

19 Risk Assessment.
What were the main issues identified in NSW EPA E-RAMP risk assessment (or alternative assessment if landfill accepts more than 5000 tonnes per annum) for each landfill. Did the risk assessment demonstrate a need for environmental management?

Name of landfill	Result of risk assessments and identified issues

20 Has the need for this project been identified in the Regional Waste Strategy, Action Plan or associated documents?

☐

Yes

☐

No

Briefly explain how the project links to the Regional Waste Strategy. Refer to page 16 of the [guidelines](#).

--

Name of region

Document name

Status (e.g. draft, final)

Page references

21 Has the need for this project been identified in other council documents or the media?

☐

Yes

☐

No

If yes, list where this project has been identified and attach relevant pages to the application. Refer to page 16 of the [guidelines](#).

--

22 Project consultation.

Who have you consulted with when determining the need for the project, whether the project will be useful and relevant for the area and the ease of rolling out the project? For Example: consideration of discussion with decision making authorities including EPA Regional Operations Officers, council officers.

Name and position	Considerations

23 Describe the community engagement already undertaken for the proposed project, as well as methods council will use to engage/reach community members during and after the landfill consolidation project.

Criterion 3: Proposal efficiently and effectively addresses the need for the project

24 Answer this question based on the stream you are applying under.

- Stream 1 How will the landfill closure under this project address the identified environmental issues and risks of the operating landfill and lead to improved environmental performance?
- Stream 2 How will the environmental improvement activities considered under this project address the identified environmental issues and lead to improved environmental performance?

25 Answer this question based on the stream you are applying under.

- Stream 1 What are the expected and measurable environmental benefits resulting from the landfill consolidation project?
- Stream 2 What are the expected and measurable environmental outcomes resulting from the environmental improvements project?

26 Answer this question based on the stream you are applying under.

Stream 1 If the landfill is fully or partially closed, will there be alternative licensed waste management facilities available for the local community? How will the council ensure that the consolidation of one landfill does not lead to additional pressure and poor environmental performance on other unlicensed facilities?

Stream 2 Will the council implement new access control to the landfill? How will this lead to improved environmental performance?

27 Has council considered an illegal dumping strategy because of changes to operating conditions at the landfill facilities? How will council ensure the consolidation and closure of the landfill will not lead to the increased incidence of illegal dumping around the local area.

28 What long term strategies are in place for the continued management of the facility once the project is complete and post Trust funding?

29 What long-term benefits of flow-on effects will result from your project, and how will they be sustained beyond the life of the project?

30 Resources from other sources.

List any other grants or payments you (the applicant and partners listed in this application) have/will receive relating to this project, that the Environmental Trust, NSW EPA and other state or commonwealth agencies will/have issued.

Note: This grant will fund additional work but will not fund work that would have been undertaken as part of agreed commitments or existing programs run by partners.

Funding payment source	Agency providing the funding/payment	Amount of funding payment \$	Describe the relations to this project

31 Describe how your project is delivering good value for money.

Part B: Application budget

Part B is relevant to assessment criterion 4: Value for money and project impacts.

- The application budget is an [Excel spreadsheet](#) that can be downloaded from the website.
- The budget form must be completed and submitted with the application form.
- **DO NOT PDF** - the budget form must be submitted in Excel format only.

Criterion 5: Demonstrated ability to deliver the project to a high standard

32 Demonstrate the capacity to deliver the project to a high standard within timeframe (i.e. 18 months) and budget.

--

33 Project team.

Project manager

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"/>				

Other project members

Project employees	Title and function

Consultants and Sub-contractors (Up to 5% of the total grant can be used to cover consultants)	Title and function

34 What are some potential risks that could hinder the project? How does council intend to manage these risks?

--

Category	Code	Project measure	Description	Unit of measurement	Projection
Stakeholder and community education and participation	SC2	People employed using Trust funds	This excludes contractors and/or consultants, these individuals must be included under project measure SC3.	Number of individuals	
			Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust Funds	This project measure excludes individuals recorded under SC2.	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 Mandatory Measure	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	
Land management	SC14a	People participating in community consultations	Include the total number of people who were consulted through attending community consultation meetings designed to inform and consult with community groups about the planned project activities.	Number	
	SC16	Individuals potentially reached Mandatory Measure	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Land management	LM1	Project area Mandatory Measure	Must be reported for all Landfill projects and other projects with a focus on improving the land. The total area of the landfill sites Provide a single total figure that remains the same for the life of the project.	Square metres	
	LM8	Length of fencing installed	The entire length or perimeter of fencing installed.	Metres	
Landfill	LF1	Landfill facilities to be completely closed	Stream 1: Landfill consolidation/closure only. Number of landfill facilities that will be closed and completely cease operation under this application. Exclude partial closure sites reported against measure LF2 and transfer stations under LF4.	Number	
	LF2	Landfill facilities to be partially closed	Stream 1: Landfill consolidation and closure only. Number of landfill facilities partially closed under this application. Exclude landfills completely closed reported against LF1 and transfer stations under LF4.	Number	
	LF3	Landfill facilities with environmental improvements	Stream 2: Environmental improvements only. Number of landfill facilities covered under this application for environmental improvements. Exclude transfer stations reported against measure LF4.	Number	
	LF4	Transfer Stations	Number of transfer station facilities established under this application as part of environmental improvements or landfill closure.	Number	

Category	Code	Project measure	Description	Unit of measurement	Projection
	LF5	Site security measures	This measure refers to site security measures installed at facility where project is being undertaken. This may include CCTV, changes from unsupervised to supervised facility, set operating hours, fencing etc. to reduce vandalism and illegal activities.	Yes/No	
	LF6	Litter Control Measures	Are litter control measures established at the project location, these mainly include covering waste, litter fences, regular litter patrols or other actions to otherwise limit the spread of litter.	Yes/No	
	LF7	Facility use - volume	Total number of vehicles visiting the transfer station facilities nominated at LF2, LF3 and LF4 to deposit waste. Count each separate vehicle entry including single and repeat visits.	Number	
	LF8	Population with access	Total population with access to the improved landfill at LF2 and LF3 as well as transfer stations at LF4.	Number	
	LF9	Landfill cover materials used	This project measure refers to raw materials used through the project for the purpose of landfill cover. These materials can include: <ul style="list-style-type: none"> ▪ Virgin excavated natural materials ▪ Excavated natural materials. 	Tonnes	
Resource conservation	RC1	Materials consumed	This project measure refers to construction materials used to complete the project. These materials can include: <ul style="list-style-type: none"> ▪ Fencing materials ▪ Building materials Projects contributing to this project measure must also report against project measure RC2. Exclude raw materials reported against project measure in LF9.	Tonnes	
	RC2	What percentage of materials consumed will have recycled content	Based on project measure RC1, record the percentage of materials consumed through the project that will have / have recycled content.	Percentage	
Economic	EC1	Funding spent with NSW Suppliers (\$) Mandatory Measure	This measure is related to the amount of grant funding spent within NSW on NSW businesses/suppliers.	Dollars	
	EC5	Other cash contributed to the project (\$) Mandatory Measure	Must be recorded for all projects with only your total projection and total actual to be completed. 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, the grantee organisation, etc. This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) Mandatory Measure	Must be recorded for all projects with only your total projection and total actual to be completed. 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	

Other supporting information

36 It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also, detail any other benefits of the project, in particular, 'Triple Bottom Line' outcomes.

- Sustainability/environmental
- Economic
- Social

37 Declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection. See page 14 of the [guidelines](#).

38 Community Benefit: Detail how this project will specifically benefit the local community it is in and the broader NSW community. Refer to page 19 of the [guidelines](#).

Include information such as:

- Additional jobs both during construction and ongoing operations.
- New or expanded waste services.
- Procurement of goods and services including communications, advertising, technical, financial, transport etc.

Local community

Broader NSW

39 Third party assistance. List all parties who have contributed to the submission of this application.

Name of third party	Type of assistance	Cost	Aspect of application

Authorisations

APPLICANT Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application. **No signature is required at this stage.**

What happens if I supply false or misleading information?

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

Note: 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.

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: waste.recycling@environmentaltrust.nsw.gov.au

NSW Environment Protection Authority

Telephone: (02) 9995 5755

Email: wasteless.councils@epa.nsw.gov.au

Feedback

Provide some basic feedback on your experience with applying to this program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

1 Time taken to develop your project (including negotiation with collaborators).

☐ Less than 7 days ☐ 1 – 2 weeks ☐ 2 – 3 weeks ☐ More than 3 weeks

2 Time taken to complete the Trust application form.

☐ Less than 3 days ☐ 3 – 7 days ☐ 1 – 2 weeks ☐ More than 2 weeks

3 Difficulty completing the application.

☐ Very easy ☐ Easy ☐ Moderate ☐ Difficult ☐ Very difficult

4 Assistance from others.

Consultant (please specify)

Other (please specify)

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

☐ EPA ☐ Trust ☐ Webinar ☐ Workshops

Other (please specify)

--

6 Where did you hear about this program?

☐ Newspaper advert ☐ Email from the Trust ☐ Trust's website ☐ Web search
☐ Colleague/other contact ☐ Specialist/professional network ☐ Other (specify below)

--

7 Any other comments or suggestions?

--

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, refer to the submission process set-out below.

<ul style="list-style-type: none"> • Answer all questions in Part A: Application Form. • Submit your entire application by E-MAIL only. • 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. • Complete and submit Part B: Application Budget spreadsheet. • Complete and submit Part C: Risk Assessment (E-RAMP or alternative) • Attach additional documents such as: <ul style="list-style-type: none"> ▪ concept design/layout of the landfill ▪ priority list if multiple landfills or applications will be proposed. • Ensure your eligible contributions either in-kind or cash represents at least 30 per cent of the total project value with this entered into the Application Budget spreadsheet. • Have your application authorised 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. • Submit your application form and all other documents by the closing date 5pm Thursday, 23 November 2017. 		
Email to:	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> • Do not ZIP your application. • Email subject line must use this format: <i>Organisation Name – Landfill Stream 1</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. • Application form must be sent as the PDF smart form. <i>See below for document naming convention.</i> • The budget spreadsheet must be sent as an Excel spreadsheet, - DO NOT PDF. <i>See below for document naming convention.</i> • 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. • Ensure you email your entire application, including all attachments. <p>Note: Emailed applications cannot exceed 10MB including all attachments.</p> <p>If the files exceed 10MB submit using the One Drive option or submit as a series of emails.</p>

Document naming

- | | |
|--|---|
| • Application Form | 01 Grant Application |
| • Application Budget | 02 Grant Application Budget |
| • Risk Assessment of environmental performance | 03 EPA E-RAMP |
| • Concept design/layout | 04 Concept design/layout (number each site) |

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