

Waste Less, Recycle More Initiative

Waste and Recycling Infrastructure Fund

Major Resource Recovery Infrastructure Grants Program Application Form

Closing date: 5pm Thursday 2 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:

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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 2017/170360

July 2017

Instructions: 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.
- All applications must complete and attach with their submission **(Do Not PDF)** the following:
 - Application Budget (Part B) as an Excel Spreadsheet
 - Project Plan (Part C) as a WORD document.
 - Financial Analysis spreadsheet.
 - Cost Benefit Analysis spreadsheet.
- Grants between **\$1 million and \$5 million** are available to eligible non-government/not-for-profit organisations, and private industry or partnership as defined under the Corporations Act.
- Grants between **\$1 million and \$10 million** are available to eligible councils, regional organisation of councils or other local government controlled organisations.
- **Note** that up to sixteen hours of business case support and review is available for applicants from the EPA. Please see the guidelines for more details on how to access this service.
- Provide other 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 applications. Additional material must be within the size limit guidelines.
- Submit your application by the closing date: **5pm Thursday 2 November 2017**

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

Telephone: (02) 9995 6920
Email: infrastructure.grants@epa.nsw.gov.au

Eligibility

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

1. Has your organisation already ordered or purchased any of the equipment/infrastructure for which you are applying for in this application?

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

2. **Legal status of your organisation**

Is your organisation one of the following:

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

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

Refer to page 2 of the [Guidelines for applicants](#).

3. Does your organisation have a history of compliance with NSW environment protection laws?

4. Does your organisation have a clear project proposal that will:

- increase the amount of waste material recycled at your site
- AND which requires capital funding
- AND the equipment has not yet been purchased or ordered.

If you answered NO to any of these eligibility criteria, you are probably not eligible for this grant funding. If you still believe that the grant funding is relevant to your operation, please discuss with the EPA before preparing an application.

5. **Conditions of eligibility and funding**

Read pages 3 to 5 of the [Guidelines for applicants](#) for other eligibility requirements including eligible geographic areas, and eligible items that can be funded.

Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Thursday, 2 November 2017** via email to: waste.recycling@environmentaltrust.nsw.gov.au. **Any applications that are late or incomplete will not be considered.**

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 location if owned or leased by applicant – please specify where your project will be located.

3a Status of site proposed.

Project site owned by the grant applicant

Date of purchase

Site identified and will be purchased

Estimated purchase date

Project site leased – provide details of the lease agreement e.g. lease term, site owner, and any restrictions on capital improvements.

3b Site details.

Name of site

Owner of site

Address

Suburb

State

Post code

4 Geographical reach.

Primary area. This must be the local government and state electorate for the project site address. To help you, please 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, please list the areas below.

Local government area

State electorate

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

Latitude (decimal degrees)

Longitude (decimal degrees)

5 Special Consideration for councils wishing to apply for funding under the 'Special Consideration provisions'. Refer to page 4 of the guidelines.

Do you qualify for Special Consideration? ☐ Yes ☐ No [If yes, provide details below.](#)

What is the total resident population in your LGA?	
What is the total number of rate paying properties within your LGA? a residential b business c farmland	
What is the total area (km ²) of your LGA?	
Please provide any other information which may support your application for funding under the 'Special Consideration provisions'.	

6 If the project has been identified in a regional waste strategy and action plan, please provide the following details.

Name of region	
Document name	
Status of document (e.g. draft, final etc.)	
Priority status of the project	
Brief statement on the need for the project in the context of the regional waste strategy action plan	

Applicant details

The application must be submitted by the organisation which owns and operates the resource recovery facility. Applications will not be accepted from third parties.

7 Primary contact details.

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<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"/>				

8 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"/>

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

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions is required with the application.

Contact Person

Organisation

ABN

Email

Postal Address

Suburb

State

Post code

Phone

Mobile

Contact Person

Organisation

ABN

Email

Postal Address

Suburb

State

Post code

Phone

Mobile

Contact Person

Organisation

ABN

Email

Postal Address

Suburb

State

Post code

Phone

Mobile

Contact Person

Organisation

ABN

Email

Postal Address

Suburb

State

Post code

Phone

Mobile

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

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

11 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"/>

12 Project category. Select only ONE box from the following choices.

- | | |
|--|--|
| Materials recovery facility | Processing facility for source separated waste (paper, cardboard, plastics, glass, metals, tyres or wood/timber) |
| Residual waste treatment (mechanic/biological treatment) | Residual waste treatment (energy from waste) |
| Transfer station | Other (please specify below) |

13 Type of waste to be processed by the proposed facility (select all relevant types).

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

14 What is the legal status of your organisation? Select **ONE** only.

- ☐ Not-for-profit organisation/non-government. Must comply with the [ATO's definition](#).
- ☐ NSW council
- ☐ Other local government controlled organisation.
- ☐ Private industry.
- ☐ Regional organisation of councils.

Other (please specify).

15 Payment and milestone schedule.

Complete this part of the application form after you have completed Part B: Application Budget, and Part C: Project Plan.

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants must be between \$1 million and \$5 million (for private industry or partnerships, not-for-profit organisations or non-government organisations) or \$1 million and \$10 million (for government entities). To provide the Trust with an indication of required projected cash-flow, the first instalment amount must be 10 per cent of your total funding amount requested; between the second and fourth 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 including the following: <ul style="list-style-type: none"> Signed Deed of Agreement Any documents required as a special condition Project measures report (initial projections)
Milestone 2 Facility design and detailed costings			Milestone 2 Report including the following: <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) Copy of final design and reviewed costings Planning and investigations complete (detailed engineering design, planning and approvals, and ordering equipment) Environmental protection licence approved Copies of supplier/order documentation (Agreements/ Letters of engagement/purchase orders) Copies of tax invoices/quotes from service providers, suppliers, contractors
Milestone 3 Tender and commissioning			Milestone 3 Report including the following: <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) Awarding of tender for construction Building and slab construction complete Process equipment and installation complete Electricals, safety and testing successfully completed Copies of tax invoices/quotes from service providers, suppliers, contractors
Milestone 4 Facility commissioned and operational			Milestone 4 Report including the following: <ul style="list-style-type: none"> Project measures report (progress) Statement of Expenditure (progress) Facility commissioned and operational Site visit by EPA/Environmental Trust Copies of tax invoices/quotes from service providers, suppliers, contractors
Milestone 5 Project completion and final report			Final Evaluation Report including the following: <ul style="list-style-type: none"> Project measures report (final) Statement of Expenditure (final) Facility operational for six months Six-months' post implementation data Site visit by EPA/Environmental Trust Copies of final tax invoices for providers, suppliers, contractors Documentation supporting completion of project (e.g. photos, videos, media releases, construction certificate)
Total funding requested			Total funding must equal/be the same as the amount in your submitted budget form

Project details and business case

Criterion 1: Additional amount diverted

- 17 Please provide the following information in the Part D Waste tonnage forecast form, clearly showing the additional tonnage over 10 financial years.

This section requires completion of Part D of the application submission.

Note: You must use the down-loadable form and submit as the Excel spreadsheet. **Do not PDF.**

Criterion 2: Market analysis

Note: There are two markets, one for supply of waste and one for demand for the recovered resource. The information in these questions should align with the forecast waste tonnages and types you have provided in Part D of the application.

- 18 Existing contractual arrangements for supply of waste to the facility.

	Supplier 1	Supplier 2
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		
	Supplier 3	Supplier 4
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		
	Supplier 5	Supplier 6
Supplier name		
Estimated annual tonnage		
Date when agreement ends		
What are the provisions for renewal		

	Supplier 1	Supplier 2
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		
	Supplier 3	Supplier 4
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		
	Supplier 5	Supplier 6
Supplier name		
Estimated annual tonnage		
Where does their waste currently go?		
Why do you expect this additional supply and how likely is it to occur?		
What gate fee do you expect them to pay?		
Why will they use your new service at this rate?		

21 Please provide information on the expected demand for your end products?

Provide letters of intent or other verification of this information.

Market/buyer	Your product (one per line)	Product/supplier being replaced	Tonnes per annum	Price per tonne	Why will they buy your product at this rate	Local or export market

22 Please list the resource recovery exemption standards, orders and/or specifications you plan to meet.

Product description	Tonnage per annum	Product application	Status of regulatory compliance

23 Considering the last three years, trend prices for the target recovered resource are?

- ☐ Increasing
- ☐ Decreasing
- ☐ Stable
- ☐ Fluctuating
- ☐ Recovered resources of this type have not been marketed for three years or longer

Other (please specify).

Criterion 3: Technical analysis

24 If applicable, describe the process of your current facility.

Include at the minimum:

- Recycling performance (type and capacity)?
- Types of materials processed and efficiency?
- Process improvements that have been identified as priorities?

25 Describe, based on the market analysis done, what infrastructure is needed to address the identified gap.

Include at the minimum:

- What is the selected technology/process?
- How mature is the technology/process?
- Are there any reference sites where the technology/process is currently in use?

Include at the minimum

- How suitable is the technology/process to the targeted waste and waste stream?
- How suitable is the technology/process for the facility?
- Operational performance – including any WHS considerations?

27 Does your organisation currently hold NSW EPA licences for the site where this grant is based?

	Site has no Environmental protection license in place
	Site has an existing Environmental protection license in place but needs amendment to accommodate the proposed resource recovery facility
	Site has all Environmental protection licensing in place and no further licensing is required

28 Planning approval status of selected site (select all that are relevant)

	Site is a greenfield or brownfield site with no planning approvals for a Resource Recovery operation
	Site has planning consent for an existing Resource Recovery operation, and planning consent needs to be amended for proposed development
	Site is an existing Resource Recovery operation, greenfield or brownfield site and a planning application for the proposed development has already been submitted
	Site is a greenfield site and has full planning approval for proposed development
	Site is a brownfield site and has full planning approval for proposed development

29 What approvals and EPA licences do you currently hold for this facility?

Development consent details

Environment Protection Licence details

Details of other relevant approvals

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

31 Describe what consultation has been done with your planning consent authority (e.g. council or Department of Planning and Environment on the proposed development.

32 If a modification to your current Environment Protection Licence is needed, what investigations are required and likely timeframes for licence amendments?

33 Describe what consultation has been done with the EPA and your local council regarding the licensing of your new facility.

Name of EPA officer consulted

Date of consultation

Name of local council officer consulted

Date of consultation

34 Does your project involve energy from waste technology?

☐ Yes ☐ No If **yes**, what investigations have been performed to ensure your energy from waste project will comply with the NSW EPA's [Energy from Waste Policy Statement](#)?

Your response should also include information on:

- a reference facility for the proposal (as described in the NSW EPA's [Energy from Waste Policy Statement](#)); and
- how the proposal will meet the resource recovery criteria set out in the NSW EPA's [Energy from Waste Policy Statement](#).

35 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 prosecution under NSW Environment Protection laws including 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?

☐

Yes

☐

No

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

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36 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, please 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

Criterion 5: Project impacts

You will need to be able to demonstrate these outcomes as the project progresses.

37 Local community benefit.

Detail how this project will specifically economically and socially benefit the local community it is located in. Include additional jobs both during construction and ongoing, new or expanded waste services, procurement of goods and services including communications, advertising, technical, financial, transport etc.

38 Broader NSW benefit.

Detail how this project will specifically economically and socially benefit the broader NSW community. Include additional jobs both during construction and ongoing, new or expanded waste services, procurement of goods and services including communications, advertising, technical, financial, transport etc.

39 It is expected that the project will implement best practice environmental sustainability in design and implementation. Please detail how you intend to do this.

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

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation	SC3	Consultants/contractors engaged using Trust Funds	The number of individual contractors and/or consultants that are funded using Trust grant funds.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed NOT using Trust funds (Mandatory)	The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff 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	
	SC5	Volunteers involved	This project measure excludes those already identified as part of project measure SC3 and SC4.	Number of individuals	
			The total combined hours contributed to the project by volunteers.	Combined hours contributed	
	SC10	Training sessions conducted	<p>This can include:</p> <ul style="list-style-type: none"> • training sessions • seminars • workshops • conferences <p>It excludes field days, festivals, cultural events, and meetings that are primarily aimed at awareness raising. These are to be captured under SC13</p> <p>If your project records against this project measure, you must also report on SC12.</p>	Number	
	SC12	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	SC13	Awareness raising events	<p>Activities that would contribute towards this project measure include:</p> <ul style="list-style-type: none"> • Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences • Partial sponsorship of workshops, general field days, festivals, conferences, cultural events, meetings and conferences <p>It excludes training workshops, study tours, cultural events, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10.</p>	Number	
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted by the project through activities associated with SC13.	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
	SC15	Educational products/resources developed	<p>Items to include:</p> <ul style="list-style-type: none"> • Brochures, unaccredited training materials, posters, fact sheets • Updates/modifications of existing material to ensure it is regionally relevant • Newsletters produced on a regular basis • Posters that advertise events and activities resulting from the grant • Web content published to as part of the project activities • Conference posters that display the results of research or scientific investigations or studies • Brief summary documents from scientific data collection, investigation reports and regional planning documents. <p>Note: Please count each resource only once, do not provide data for example on number of brochures printed.</p>	Number	
	SC16	Individuals potentially reached (Mandatory)	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 s, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Economic	EC1	Funding spent with NSW Suppliers (\$) (Mandatory)	This measure is related to the amount of grant funding spent within NSW with NSW businesses/suppliers.	Dollars	
	EC2	Additional Annual Turnover (\$/year) Mandatory	Estimate of the additional annual turnover that will result from this project.	Dollars	
	EC5	Other cash contributed to the project (\$) (Mandatory)	This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust, such as partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) (Mandatory)	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	
	EC7	Ongoing employment (Mandatory)	Estimate of how many new ongoing jobs will be created as a result of the project.	Dollars	

This section requires completion of Part B, Part E, and Part F of the application submission.

Note: You must use the downloadable forms and submit as Excel spreadsheets. **DO NOT PDF.**

Application budget

- The **application budget** (Part B) 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.

41 Complete the financial analysis template for all projects (Part E)

Submit your completed [financial analysis](#) with your application. This form can be downloaded from the website.

42 Complete the cost benefit analysis template for all projects (Part F)

Submit your completed [cost-benefit analysis](#) with your application. The cost-benefit analysis must comply with the NSW Treasury Guidelines for economic analysis and include calculations for the list of non-market values, included in the template provided, to be considered eligible:

- Identify all costs (capital, operating, maintenance, provision for contingencies).
- Identify the benefits (e.g. avoided costs, savings, or revenue from sale of recovered materials).
- Identify and quantify the non-market values.
- Assess net benefits (using the discounted stream of costs and benefits based on NSW Treasury Guidelines), and include data on:
 - net present value **with** and **without** grant funding
 - benefit cost ratio
 - internal rate of return (percentage)
 - dollars of grant funding per tonne of additional material recycled
- Sensitivity testing (analyse option under different scenarios and discount rates).
- Document all references to data sources and assumptions.

For further guidance on conducting a cost benefit analysis, applicants should refer to [NSW Treasury's NSW Government Guidelines](#) for Economic Appraisal and consider applying for the EPA Business Case support. Please see page 5 of the [guidelines](#).

43 What is the operational life-span of the facility?

- Outline any staging of infrastructure
- Asset management strategy and plans developed

[illegible]

44 Please provide information as to why this project would not go ahead without funding from this program? Explain any barriers this funding will help overcome.

45 To support your explanation, please indicate the simple payback period with and without funding and what steps have been undertaken to date.

46 If this project is part of your organisation's longer term plans, how will funding from this program accelerate its implementation?

47 Funding 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 EPA and other state or commonwealth agencies have/will issue.

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.

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

Criterion 7: Demonstrated ability to deliver the project to a high standard

Project plan including risk management (Part C)

This part of the application form is a separate [Word](#) document and can be downloaded from our website. Please complete the Part C **document and submit with your entire application - DO NOT PDF.**

Other supporting information

48 Does your organisation have formal management systems for quality, environmental management and/or work health and safety?

Management System	System in place and internally audited	System in place and independently audited	System in place and independently audited/ certified to ISO9001, ISO14001, AS4801/ or other.
Quality			
Environmental Management			
Work Health Safety (WHS)			

Describe the management systems you have in place and how they are reviewed and improved.

49 Please declare any real, potential or perceived conflict of interest that you may be aware of. This can include land ownership, equipment supply, salary and/or contractor payments.

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

Name of third party	Type of assistance	Aspect of application and costs

51 Business case support.

Did you access the EPAs Business Case Support Program? See page 9 of the [guidelines](#) for information about how to access Business Case Support

☐ Yes ☐ No

52 What type of business case support did you receive? Tick all that apply.

Market analysis

Cost benefit and financial analysis

Technical analysis

Planning and licensing analysis

Project planning

Authorisations

APPLICANT Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Managing Director, Treasurer, Chief Executive Officer or Executive Officer) who are able to 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 6920

Email: infrastructure.grants@epa.nsw.gov.au

Feedback

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

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

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

2. Time taken to complete the Trust application form.

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

3. Ease of completing the application.

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

4. EPA Business Case Advisory Service (BCAS) application form

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

5. Assistance from others

Consultant (please specify)

Other (please specify)

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

☐ EPA ☐ Trust ☐ Webinar ☐ Workshops

Other (please specify)

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7. Where did you hear about this program?

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

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8. Any other comments or suggestions.

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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"> • 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: Project Plan. • Complete and submit Part D: Waste tonnages forecast • Complete and submit Part E: Financial analysis • Complete and submit Part F: Cost benefit analysis • Have your application authorised by the appropriately authorised people. No signature is required; however, you may be required to show evidence later. • 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. If submitting a PDF, do not lock this document. If locked, it is unable to be merged into the review package. • Submit your application form and all other documents by the closing date 5pm Thursday, 2 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 – Major Resource Recovery.</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 program name. • Application form must be sent as the PDF smart form. <i>See below for document naming convention.</i> • The budget, financial analysis and cost benefit analysis spreadsheets must be sent as an Excel file, and the Project Plan as a Word document - 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 please submit using the One Drive option or submit as a series of emails.</p>

Document naming

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|--------------------------|-----------------------------|
| • Application Form | 01 Grant Application |
| • Application Budget | 02 Grant Application Budget |
| • Project Plan | 03 Project Plan |
| • Waste Tonnage Forecast | 04 Waste Tonnage |
| • Financial Analysis | 05 Financial Analysis |
| • Cost Benefit Analysis | 06 Cost Benefit Analysis |

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