



# Waste Less, Recycle More

Organics Collections Grants Program - Household Stream

2018 Guidelines for Applicants

Closing date: 3pm, Thursday 28 June 2018

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](mailto:info@environment.nsw.gov.au)

Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

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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 NSW 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 principle 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 Waste Less, Recycle More

Waste Less, Recycle More (WLRM) was launched in February 2013, providing \$465.7 million over five years to reduce waste to landfill and increase recycling. An additional \$337 million over four years was announced in October 2016.

The EPA is responsible for the delivery of the majority of the programs under this initiative along with the overall outcomes. The Trust is responsible for the delivery of most of the contestable grant programs, and works in partnership with the EPA on this responsibility. 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 and Resource Recovery \(WARR\) Strategy 2014-2021](#).

The WLRM extension is made up of:

- \$70 million Local Government Waste and Resource Recovery Program
- \$65 million Illegal Dumping Prevention and Enforcement Fund
- \$30 million Litter Prevention and Enforcement Fund
- \$35.5 million Organics Infrastructure Fund and Program
- \$48 million Waste and Recycling Infrastructure Fund
- \$57 million Systems for Household Problem Waste Program
- \$5 million Recycling Innovation Fund
- \$22.5 million Business Recycling Program
- \$4 million Heads of Asbestos Coordination Authorities program

## The Organics Infrastructure Fund

Food and garden waste remains the largest proportion of waste going to landfill from both homes and business in NSW. The successful diversion and reuse of the organics stream is critical to achieving the target to divert 75 per cent of all waste from landfill by 2021. The \$105.5 million Organics Infrastructure Fund (\$70 million Waste Less, Recycle More and \$35.5 million WLRM extension), integrates all the components required for successful diversion of organics from landfill and recovery of organics as a valuable resource including:

- food waste avoidance
- food donation and redistribution to people in need
- organics collections (this grant program)
- organics processing
- markets for composted organics
- regulation and compliance

## The Organics Collections grants program

The Organics Collections grants program (previously the Local Government Organics Collections grants program) has been running since 2013 and supports councils and business to collect source separated food only, garden only, or food and garden waste and divert it from landfill. The Household stream provides up to \$1.3 million to councils to implement new garden only, food only or combined food and garden organics kerbside mobile garbage bin (MGB) services to single unit and multi-unit dwellings by assisting with audits, education and infrastructure such as bins and kitchen caddies. The Business stream is being introduced this year and provides up to \$500,000 for business collections systems (refer to the separate Guidelines for Applicants and Application Form for the Business stream).

In 2010-11, 56 per cent of households in NSW had access to kerbside organics services. After completion of the first four rounds of this program, 70 per cent of households will have access to an organics service. That includes an additional 22 councils with weekly food and garden organics (FOGO) collections, four councils with fortnightly FOGO collections, and two councils which provide food only services to multi-unit dwellings (MUDs).

The objectives of this grant program are to increase the diversion of source separated household and business generated organics from landfill, resulting in less waste of resources and less greenhouse gas emissions from landfill. The program also aims to increase the expertise and experience in delivering organics collections in MUDs.

International examples of successful collection service provision in MUDs in cities such as Milan, San Francisco, Seattle and New York suggest food only collection services in MUDs need to be specifically designed for the MUD buildings and the residents. Also, that getting the service and education right from the start is important to entrench good organics recycling practices. Currently, there is limited experience and expertise in NSW on how to tailor organics education and services to MUDs.

The Organics Collections grants program will continue to provide additional funding opportunities for trials and system roll-outs for source separated organics collections in MUDs. In order to build expertise, MUD projects that are funded will be required to participate in monthly teleconferences to share project experience, issues and learnings with other MUD grantees. The EPA will facilitate these meetings, collate the information and develop case studies and fact sheets.

In 2018, the Business stream has been added to the Organics Collections grants program to encourage and support new collections services to transport source separated organics waste from businesses where the waste is generated to organics resource recovery processing facilities. A separate guideline and application form is available for this stream. These guidelines refer only to the Household stream for single and multi-unit dwellings.

## Eligibility

### Eligible organisations

Grants under the **household stream** are open to all **NSW councils** (as defined in the NSW Local Government Act). Regional Waste Groups (RWG), Regional Organisations of Councils (ROC) or Joint Organisations of Councils (JOC) may apply and or co-ordinate projects on behalf of one or a number of NSW councils within their regional group, provided each council nominates a contact person for the project.

You must also meet the following conditions of eligibility to qualify for funding:

- Complete the Trust's [Application Form](#), including Part B: [Application Budget](#).
- Demonstrate in your application that your project is aligned with the program objectives (see page 2).
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Director) who are able to attest to the accuracy of the information within the application.
- Applications must be submitted directly by the applicant council or relevant ROC/RWG/JOC. It is expected that the project will be driven by council directly or through their nominated ROC, JOC or RWG officer. Even if external contractors and consultants are engaged to assist in elements of the project application, the primary contact of the organisation requesting funding must be available to respond to questions and requests from the Trust or EPA during the application assessment process and, if funded, the project duration.
- Ensure your application is received by the closing date. Late applications will not be accepted.
- Demonstrate that previous Trust, OEH or EPA grants have been managed effectively or where previous grants have performed poorly explain why your organisation's performance will improve. Note that the Environmental Trust maintains a risk register of grantee organisations.
- Have or can demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Submit projects that will be complete no later than 30 June 2021.
- Have access to an appropriate organics processing facility (existing Environment Protection Licences will be checked by the EPA).

Your application will not be assessed unless it satisfies all of the above conditions.

## Funding

Contestable grants of up to \$1.3 million per project are available for:

- Introduction of a new kerbside organics bin collection service, i.e. households covered by the project did not previously have a kerbside organics bin.
- Introduction of an enhanced kerbside organics service, i.e. households previously had a kerbside organics bin but will now be able to recycle food.
- Expansion of kerbside organics collection services to include multi-unit dwellings.
- Trial of organics collections services in multi-unit dwellings where the trial is for a minimum of eight months of collection.

Councils which received funding from the previous Local Government Organics Collection Systems grant program may apply for further funding under this program. Multiple applications may also be submitted. For example, a council may apply as part of a group project with the RWG and neighbouring councils to undertake a MUD trial, as well as apply individually to roll out a food and garden service to all single unit dwellings.

It should be noted that although funding of up to \$1.3 million is available per project, the program is a contestable grants program and an application may or may not be approved for the full amount requested. Value for money is a key assessment criterion under this program. Applicants who are able to demonstrate best value for money will rank higher than others. This includes in-kind support and co-funding.

## What will be funded?

- Up to \$100,000 per project for communication and education activities involved in the new, enhanced or trial food, garden or combined food and garden collection.
- Up to \$40 (total cost delivered) per household for a MGB to a maximum of \$1.2 million where additional organics bins are required.
- Up to \$10 per household for a kitchen caddy, if a new food only, or combined food and garden service is implemented or trialled.
- Up to \$20,000 towards waste composition audits of residual waste bins, where audit reports and raw data sheets are supplied to the EPA and used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area.
- Up to \$20,000 towards waste composition audits of organics bins, where audit reports and raw data sheets are supplied to the EPA and used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area.
- Up to \$40,000 for monitoring and contamination reduction activities for multi-unit dwellings. This may include visual and weight based audits, bin tags programs etc. for MUDs trials or services tailored to MUDs.
- Up to \$5,000 for organics service bin bay signage in MUDs.
- Up to \$20,000 per building to a maximum of \$100,000 for pre-processing equipment (e.g. dehydrator or storage tank for macerated food waste) for trials or services in MUDs where the pre-processed waste and resources are taken off site by truck for further processing. Note that equipment for MUD trials may be leased.
- Up to \$85,000 collection and processing costs for MUD trials in the Metropolitan Levy Area
- A per-household contribution to the cost of kitchen caddy liner bags where a council is measuring householder satisfaction, diversion and contamination with and without liners.
- Other costs directly associated with the roll out of new, enhanced or trial source separated organics services that are not listed as ineligible and that can be justified as a local requirement. Examples might include changing bin lid colours, bio inserts, compostable bin liners, larger bins, bin cleaning options, odour management options.

## What will not be funded?

- Projects where the recycled organics do not meet the general [resource recovery framework](#) for pasteurised (garden only) or compost (food and garden) or a specific resource recovery exemption and order for an anaerobic digester outputs.
- Organics collection and processing costs as this is considered to be council's co-contribution, except for MUD trials in the Metropolitan Levy Area).
- Ongoing operational costs (e.g. compostable liners).
- Projects that seek retrospective funding for work undertaken or works committed to prior to the announcement of the grant round.
- Replacement/repair of existing mobile garbage bins.
- Trials and pilots in single dwellings.
- Trials and pilots in multi-unit dwellings where the collection period is shorter than eight months.
- Leased pre-processing equipment (except for use in MUD trials).
- Projects where outputs and or resources embodied in the organics wastes are not taken off site by truck for further processing (e.g. projects involving soil injection, or sewer discharge are ineligible).
- Projects which would reasonably be expected to proceed without the assistance of the organics infrastructure fund.
- Salaries of existing staff working their usual hours.
- Costs associated with staff, contractors or consultants working on the development of the project grant applications (i.e. not costs incurred before the approval of the grant can be funded by the grant)
- Projects that involve related-party transactions. Applicants that are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit is given on terms that would be reasonable in circumstances where the parties are dealing at arm's length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the special relationship inherent between the involved parties creates potential conflicts of interest and the Trust would prefer not to have to manage these potential conflicts. **If in doubt, please contact Trust Administration before submitting your application**

## Timeframes

Closing date for applications	3pm Thursday, 28 June 2018
Following the Technical Review process, it is proposed that the following estimated timeframes will apply: <ul style="list-style-type: none"><li>• Successful applicant notification</li><li>• Grant agreement signed</li></ul>	October 2018 December 2018

## Grant conditions

For the general conditions applied to all grants in this program, please refer to the standard [Deed of Agreement](#). If you are not willing to agree to these condition, you should not submit an application.

### 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. 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 deed of agreement

Successful applicants will be required to enter into a performance-based funding agreement with the Environmental Trust which will stipulate all funding obligations and conditions. The Trust will monitor the performance and 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 to confirm they are contributing funds or resources to the project.
- Forward a tax Invoice to the Trust for each instalment as they fall due.
- Demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Complete a [Project Measures](#) table at the start of the project and with each report. A form is available on the Trust's website detailing what type of information will be required.
- Seek prior approval to any variation to the proposed project, project measures, timeframe or budget.
- 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 (for councils this may be the council's chief financial officer) financial Statement of Expenditure.
- Demonstrate that any previous Trust, OEH or EPA grants received by your organisation were conducted or are progressing to the funding provider's satisfaction.
- Be prepared for all knowledge (IP) gained as part of the grant to be made publicly available whether that be publishing the Final Evaluation Report or promotion of the project by the Trust and the EPA.

A sample [Deed of Agreement](#) is available for review on the Trust's website. Applicants are encouraged to have a close look at the sample Deed so that they are well aware of all the proposed terms and conditions. This Deed will only be altered in exceptional circumstances.

## Assessment criteria

Assessment of the Organics Collections grants is a merit-based, contestable process. Eligible applications are assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the table below.

The application form (including the Budget and all supporting documentation) allows the independent Technical Review Committee to assess your project against the criteria and rank it compared to other applications. Your application should be prepared with these criteria and this assessment process in mind. Each and every question in the application form should be answered clearly and fully within the specific box.

1	Demonstrated need and support for the project
	<ul style="list-style-type: none"><li>• amounts of organics currently landfilled</li><li>• lack of organics collection services or inconsistent services across the LGAs</li><li>• involvement of stakeholders in identifying the project</li></ul>
2	Proposal efficiently and effectively addresses the need
	<ul style="list-style-type: none"><li>• proposed service change</li><li>• diversion of organics from landfill (new tonnes) likely to be achieved by the project</li></ul>
3	Demonstrated ability to deliver the project to a high standard
	<ul style="list-style-type: none"><li>• planning and design of education and communication</li><li>• monitoring and evaluation proposed</li><li>• Risk Management Plan</li><li>• Timeline (Gantt chart)</li></ul>
4	Value for money
	<ul style="list-style-type: none"><li>• cost effectiveness</li><li>• detailed budget</li><li>• contribution and in-kind input to the project</li><li>• long-term commitment and benefits</li></ul>



## Part B: Application Budget form

### Overview

Part B: [Application Budget](#) form is an Excel document, separate from the main application form. Download the form from the website.

When you populate the budget spreadsheet, the figures you enter will be totalled automatically. You cannot cut and paste data into the document as it can alter the formatting and cause errors, which may result in your budget submission being deemed ineligible and your application not being considered.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the Trust database. **DO NOT PDF.**

An incorrect or incomplete Application Budget form may render the application ineligible or reduce the Technical Review Committee's confidence in the applicant's capacity to deliver the project and manage the finances. If you are unclear about what is eligible and ineligible or how to complete the Budget spreadsheet, contact the EPA for advice.

The Application Budget consists of one worksheet with five parts:

- Part 1 Project expenditure breakdown.
- Part 2 Other sources of project income.
- Part 3 Summary of Project Costs for eligible grant items only.
- Part 4 Additional direct project costs (ineligible items).
- Part 5 Summary of Project Costs including ineligible items.

You must complete Parts 1, 2 and 4 and the 'total' fields will be automatically populated in Part 3 and 5.

All costings in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and activities of your project. Ensure each line item can be matched against invoices when reporting. Be specific and give unit values where possible. There is a risk that if you do not provide sufficient detail and justification, your application may not be as competitive.

### Cash and In-kind contributions

The Trust values the ability to secure additional cash and in-kind contributions as doing so reflects support for your project and added value for money. Pages 3-4 of these guidelines detail what is eligible and ineligible for funding. Separate eligible and ineligible items in your budget on the appropriate tabs.

That is, show all **eligible** costs for the project in Part 1 and 2 of the budget to a maximum of \$1.3million requested from the Trust. Show all **ineligible** costs provided as cash or in-kind to the project in Part 4 of the budget. The grant will not cover the cost of ineligible items but details of ineligible costs should still be populated to provide an overall total project value.

### Taxation - good 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.

### Probity

The Trust places high importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

## Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the work. It is required that grantees will select contractors or consultants using a competitive process. This may be subject to audit by the Trust, and so all procurement documentation should be retained by the grantee.

As an example: for any contract in excess of \$30,000, you must secure a minimum of three written tenders/quotations. Also, unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed \$30,000 in total during life of the funded project.

It is also expected that if an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant would be excluded from tendering or quoting for work on the successful project, as they would have an unfair advantage.

The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the [NSW Government Code of Practice for Procurement](#).

## Third party assistance

While applicants are encouraged to seek collaboration from other project partners, and it is acknowledged that they may seek the services of contractors or consultants, careful consideration is required around any commercial relationships. Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however, please be advised that any costs associated with this service will not be reimbursed using Trust funding and applicants will need to provide details of the financial and contractual arrangements it has with Third Parties. The Trust is aware of many examples where a Third Party's rates or charges have been significantly above market rate or they have insisted on successful grantees using preferred suppliers. The Trust needs applicants to be transparent about their arrangements with consultants to so that it can be certain grantees are not being taken advantage of, that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.

## Application and submission process

The Application Form consists of two parts and attachments:



These documents can be downloaded from the [Trust website](#). Additional information on Part B: Application Budget and how to complete the form are included as instructions within the Excel document.

**Note:** Part A and Part B forms are locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. You will not be able to type beyond the bottom of the text box.

### Who to contact if you need further help

<p style="text-align: center;"><b>Application form assistance</b></p> <p>NSW Environmental Trust</p> <p>Phone: (02) 8837 6093 Email: <a href="mailto:waste.recycling@environmentaltrust.nsw.gov.au">waste.recycling@environmentaltrust.nsw.gov.au</a></p>	<p style="text-align: center;"><b>Project development assistance</b></p> <p>NSW Environment Protection Authority</p> <p>Phone: (02) 9995 6876 Email: <a href="mailto:organics.recycling@epa.nsw.gov.au">organics.recycling@epa.nsw.gov.au</a></p>
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### Attachments

Due to the number of applications expected and the detail included within them, any additional or supporting material submitted with your application must be kept to a minimum. Large attachments will not be forwarded to the Technical Review Committee for consideration because of file sharing limitations. If you reference attachments in the application forms, ensure the key information is also summarised in the appropriate box as the attachment may not be sent with it. For example, do not simply write 'see Attachment 3'.

Example of acceptable numbers of attachments:

1. Risk Management Plan (maximum 2 pages)
2. Timeline (Gantt chart) (maximum 1 page)
3. Strategy, policy or report extracts (maximum 2 pages each)
4. Quotes or estimates (PDF)

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.

### Acknowledgement of receipt of applications

You will receive acknowledgement of the receipt of your application within two days of the closing date. If you do not receive acknowledgement, please contact the Trust to ensure your email has been received.

You will also be sent an additional '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

For most funding rounds, the Minister for the Environment is expected to 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 for each grant program. The Trust's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of a community organisation 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 conflicts of interest.

The independent Technical Review Committee will assess your application using the assessment criteria outlined on page 6, and will make recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and the offer of funding may be subject to special, as well as general, conditions of funding. A copy of the standard [Deed of Agreement](#) can be found on the Trust's website. The Trust may also include conditions that may not have been addressed in these guidelines, should a particular issue come to light during the assessment process.

Unsuccessful and ineligible applicants will be informed of the outcome of their applications following the official announcement of the successful grants. Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff to assist with any future applications.

Please note that decisions made 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. The assessment and grant management processes will also involve relevant EPA staff. 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 Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

### 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

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.
- Procurement of equipment or services is made from a related entity.
- Members, relatives of members, or related organisations/companies of the applicant organisation are being paid with Trust funds.
- Members, relatives of members, or related organisations/companies of the staff of the applicant organisation are being paid as contractors/consultants 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 committee will assess each situation on its merits and environmental need.

## Section 2: Guide to completing your application

This 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.

Application proposal	
1a	<p><b>Project title and duration</b></p> <p>This is the title of your project and will be used on all promotional material, on the website, funding deed and any other relevant document. It should be short and no more than 68 characters long.</p> <p>Provide the proposed start and end dates for the project. The project must be completed no later than 30 June 2021 and trials in MUDs must include a minimum of eight months of organics collection.</p>
	<p><b>Funding requested</b></p> <p>Grant amount requested.</p>
1b	<p><b>Project summary</b></p> <p>Please provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you want to achieve. This summary will be used to promote your project on the Environmental Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver.</p> <p>Project X is about...                      It's important to do because...                      When it is finished the project will...</p>
2	<p><b>Project category</b></p> <p>Select the category to which your project belongs. It is important that you select the right category as your application will be assessed against similar projects.</p>
3	<p><b>Project elements</b></p> <p>Select elements for which funding is being requested. If you have ticked 'Other' please provide a brief description of the element in the adjacent cell.</p>
4	<p><b>Geographical reach</b></p> <p>If your project is part of a larger regional project list the main local government areas that the project is targeting (if you are partnering with a group of councils or creating an alliance) and what state electorate each council is in or includes.</p> <p>Provide the latitude and longitude (decimal degrees) for your project by accessing <a href="#">Google maps</a>, navigating to your project site or main office and right-clicking on 'What's here?' You can use council's address as the project site.</p>
Applicant details	
10	<p><b>Milestone and payment schedule</b></p> <p>Complete this part of the application form once you have completed Part B Application Budget form, Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. Grants cannot exceed \$1.3 million. The first instalment amount should be 50% of your total funding amount requested, the second and third instalments should be up to 40%, and the final instalment should be 10 per cent.</p> <p>Please provide the milestone dates you expect to achieve milestone 2 and milestone 3. Milestone 1 should be approximately December 2018.</p> <p><b>Note:</b> the total funding requested must match the totals in your Application Budget form.</p>
Project details	
11f	<p><b>For MUD projects, describe how the individual MUD buildings will be/were selected?</b></p> <p>For example, you might select all MUDs over a particular size, only work with MUDs where you have an existing relationship or you have assessed there is space? Alternatively, you may work with buildings where someone has volunteered to champion the project.</p>
11g	<p><b>Explain why this project would not go ahead without funding from this program.</b></p> <p>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.</p> <p>Please describe why this project would not proceed without funding assistance or how the project can be fast tracked with this grant assistance. It is not sufficient to just say that there are no or not enough funds, unless justification is added. What are the financial and non-financial barriers to this project?</p>

Criterion 1: Demonstrated need and support for the project	
12a	<p><b>Describe council's current services provided to households</b></p> <p>Please provide information on the current organic service provided by council. Does one exist? If it does, describe the service and any variation in the service across the LGA (e.g. fortnightly 240 litre bin garden organics service to 25,000 households, twice yearly kerbside chipping and self-haul drop off services are available, no service current services offered to MUDs). What is the bin size and frequency of pick-up of garbage and dry recycling bins?</p>
12b	<p><b>Describe the current usage of the organics service and amounts of organics being landfilled</b></p> <p>Describe the current usage of the organic service – what are the tonnes per year of organics collected, how many households have access to the service, type of material collected, contamination levels, amount of green waste in general waste bins etc. Describe the audits or research you have undertaken to estimate the amounts of organics currently being landfilled.</p>
12c	<p><b>Describe the needs and support for the project</b></p> <p>Describe the community and or council's need and support for the proposed project. For example, standardisation of services across the LGA, high proportion of MUDs, feedback from the community that it would like a kerbside organics bin service. Include any workshops or reports to councillors or council committees regarding the project or service change.</p>
12d	<p><b>Describe the work undertaken to date in preparing for this organics collection service change or trial</b></p> <p>For example, have there been discussions within council or at regional meetings? Have quotes been sought? Are councillors aware of the grant application or proposed project?</p>
Criterion 2: Proposal efficiently and effectively addresses the need	
13a	<p><b>Describe the proposed organics services to be provided to households</b></p> <p>Describe the proposed organics service e.g. weekly food and garden 240 litre bin for 25,000 houses that have an existing fortnightly garden organics service; provision of an education package within a bench top kitchen caddy.</p> <p><b>Additional Information for MUD projects</b></p> <p>For projects involving MUDs, the description should provide further details such as how many households will share each bin, will there be bin bay signage, will there be pre-processing equipment or increased pickups per week, will caddy liners or bin liners be provided, how much variation do you anticipate in equipment and education between different buildings</p>
13b	<p><b>Will there be any concurrent changes to other waste services?</b></p> <p>As a result of providing an additional service to collect organics will council decrease the residual bin size or frequency of collection, if there is a kerbside chipping services will this be reduced or ceased etc.</p>
13c	<p><b>What is the estimated increase in organics diversion from landfill per annum?</b></p> <p>Provide figures for the diversion of organics through the current kerbside organics service and proposed service. Explain how the figures for the proposed service were estimated (e.g. from audits, published averages, regional or local trials). How efficient do you expect the service to be? Will all households with access to the service use it? Will some organics still be put in the red bin?</p>
13d	<p><b>For MUD trials list your objectives, performance measures and how you propose to collect the data</b></p> <p>There is a general need to better understand how to design efficient and effective organics collections for MUDs in NSW but try to analyse what information is most useful to your council. For example are you most interested in understanding:</p> <ul style="list-style-type: none"> <li>• Diversion, participation and contamination variations between Single Unit Dwellings (SUDs) and MUDs or between different multi story buildings</li> <li>• The impact of different education techniques</li> <li>• Cost and impact of caddy liners</li> <li>• The importance of building champions</li> <li>• Cost effectiveness of pre-processing equipment e.g. dehydration equipment to consolidate food and thus number of bins and potentially frequency of pick up</li> <li>• Cost and benefits of a range of infrastructure and consumable such as bin liners, deodorisers, bin washing equipment, macerators with enclosed storage tanks</li> <li>• Whether how high or low contamination rates in dry recycling bins correlates with contamination in organics bins.</li> </ul> <p>How have you designed your project to collect and analyse information related to your main objectives?</p>

Criterion 3: Demonstrated ability to deliver the project to a high standard	
<b>14a</b>	<p><b>Describe the research and/or consultation you have undertaken/or will undertake to develop your community engagement and education strategy.</b></p> <p>What research or consultation has been undertaken to develop the community engagement and education strategy? Is this part of a broader council strategy? Did council use the census data to determine the level of CALD residents and therefore has engaged the assistance of a CALD contractor to develop materials targeted at those residents? Has council used data from previous community surveys and projects to determine the most appropriate way to engage and change behaviour? Has council used information and lessons learnt in past projects or new organics services introduced elsewhere in NSW or Australia?</p> <p><b>Additional information for MUD projects</b></p> <p>In developing your grant application have you researched the size and number of MUDs in your LGA? What percentage of residents are owners versus renters? Do you have any data on the turnover of residents? Have you visited the buildings to look for opportunities for signage and easy distribution of caddies, bins, information etc.? Have there been other projects targeting MUDs that you could draw from?</p> <p><b>Note:</b> For MUD projects, grantees will be required to participate in monthly teleconferences from announcement of funding through to completion of the grant project. This will be a forum to share information, ideas, issues and solutions.</p>
<b>14b</b>	<p><b>Describe the community engagement and education methods you are going to use to engage/reach stakeholders, before, during and after the roll out of the collection service.</b></p> <p>Please provide information on your methods. How will council engage with its residents both before (to raise awareness) during (to change behaviour) and after (to measure the success of the strategy)? Will your council run workshops with interested residents, undertake random bin audits with notices on bins that display contamination, provide education kits with the roll out of the new service, etc.? Are any innovative approaches proposed?</p>
<b>14c</b>	<p><b>Describe how you will monitor the effectiveness of the community engagement and education strategy.</b></p> <p>Please provide information on how you will monitor the effectiveness of the community engagement and education strategy. Will you be undertaking resident surveys? Visual audits? Weight based audits? Weighbridge data? Determine participation, diversion, contamination and satisfaction levels? How will this data then be used to alter the education and communication methods or future projects?</p>
<b>14d</b>	<p><b>Describe how you will incorporate food waste avoidance with organics recycling messaging.</b></p> <p>A condition of grant funding is the inclusion of food waste avoidance messaging alongside organics recycling messaging. Provide some detail on how you intend to do this locally for example linking to any existing local <a href="#">Love Food Hate Waste projects and resources</a>.</p> <p>Contact the EPA's Organics Unit for assistance in integrating avoidance messaging with new collection services.</p>
<b>14e</b>	<p><b>Develop a task breakdown list for the project and estimated the timeline for each task</b></p> <p>This should be an attachment to your application in the form of an A4 Gantt chart</p>
<b>14f</b>	<p><b>Describe the roles and responsibilities of the people that will be involved in this project.</b></p> <p>As well as council staff, include any consultants or contractors that may have been involved in developing the project concept or will be involved during implementation. Note the requirements regarding procurement of Third Party assistance.</p>
<b>14g</b>	<p><b>Develop a risk management plan for the project</b></p> <p>This should be an attachment to your application and be a maximum of two pages. Consider potential issues associated with timeline, budget, contamination, infrastructure roll-out, work health and safety, stakeholder involvement. What are the potential impacts and what mitigation measures can be put into place?</p>
Collection and processing	
<b>14h</b>	<p><b>Provide details on where the collected organics will be processed</b></p> <p>To be eligible for an Organics Collections grant program, the council must have access to a facility that has the capacity, and any necessary approvals, to process the type of organics to be collected by the proposed project. This facility may be an existing facility or a new facility undergoing operational commissioning before the collections service starts. The recycled product produced must meet Resource Recovery Orders and Exemptions and garden organics must be pasteurised.</p>
<b>14i</b>	<p><b>Provide details on the procurement of collection services</b></p> <p>Describe the timeline and procurement process you are undertaking for collecting organics bins during the proposed pilot or service roll out. For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term or contract variation.</p>



14j	<p><b>What fee do you anticipate council will be paying for the pilot or service change (e.g. \$/bin lift?)</b></p> <p>This will be used to help estimate the leverage achieved by the grant funding. You will need to confirm this estimated figure once the grant project is underway and the collection agreement signed. If the cost is not per 240L bin lift, please include the lift or pump out volume.</p>
14k	<p><b>Provide details on the procurement of processing services</b></p> <p>Describe the timeline and procurement process you are undertaking for the processing of the organics that will be collected by the proposed pilot or service roll out. For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term or contract variation.</p>
14l	<p><b>What processing fee do you anticipate council will be paying for the delivered material (\$/tonne).</b></p> <p>This is part of council's contribution to the project and will be to help estimate the leverage achieved by the grant funding. You will need to confirm this estimated figure once the grant project is underway and the processing contract signed. Where you are utilising pre-processing equipment estimate the running costs of this equipment as well as the offsite processing/gate fee.</p>
<b>Criterion 4: Value for money</b>	
15a	<p><b>Describe the planning and approvals that have preceded this grant application.</b></p> <p>Please provide information of the work that preceded the grant application. For example, any community consultation, consultant reports, reports to council, RFQ for bins, collection or processing. Will council definitely implement the new or enhanced organics service if the grant application is successful? If the MUD trial is successful is council committed to continuing and or extending the MUD service?</p>
15b	<p><b>Describe council's ongoing commitment to organics recycling.</b></p> <p>Reference any relevant organics aims, objective and actions in local plans, policies or regional strategies. Describe also any planned future expansion or enhancements. For example, a longer-term plan maybe to add food waste to the proposed new garden waste service once a regional facility is constructed/upgraded.</p>
Part B	<p><b>Part B: Application budget form</b></p> <p>This is a separate <a href="#">Excel document</a> that must be downloaded from the website. You are required to enter in your grant budget, including all sources of income and all sources of expenditure. It will also determine your milestone payments, should your application be successful.</p> <p><b>Eligible grant items</b></p> <p>On the 'Application Budget Form' tab – only include eligible grant items - by referring to <i>what will be funded</i> section of these guidelines.</p> <p>Where council chooses to contribute to eligible grant items, or co contributes because prices exceed the maximum amount available under the grants program, include these amounts in the green column – Other Financial Contributions column. For example, if the costs of MGB purchase and delivery exceeds \$40 per household or \$1.2 million for the local government area put the additional amount in the green columns.</p> <p><b>Ineligible grant items</b></p> <p>On the 'Ineligible Project Costs' tab – You can include ineligible items as additional contribution by referring to <i>what won't be funded</i> section of these guidelines, and any other direct project costs not listed under <i>what will be funded</i> section of these guidelines. Including ineligible grant items will provide a holistic total project value.</p>
<b>Measurement and evaluation</b>	
16	<p><b>Project measures table</b></p> <p>The project measures included in this table offer a range of baseline data and target measures 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>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>It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p>

Other supporting information	
17	<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 salary and/or contractor payments/selection or any other element of the project. Refer to page 11 for more information.</p>
18	<p><b>Community benefit</b></p> <p>In addition to waste and recycling outcomes of the collection comment here on other community benefits of the project. Include elements such as recycled content in procured bins and caddies, reduced waste levy payments, extension of the life of local landfills, anticipated improvements in other recycling rates due to reduced contamination, job creation, potential for return of the organics to the community and use in public spaces etc.</p>
19	<p><b>Third party assistance.</b> List all parties who have contributed to the submission of this application.</p>

### Additional resources

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

It is also advisable that grantees utilise the Australian Government's [Food and Garden Organics Best Practice Collections Manual](#) when developing and implementing their project.

### Application submission

Use the checklist at the end of the application form to make sure that your application is complete and accurately represents your project.

Applicants must adhere to the naming instructions for submitting their application documents, which is detailed in the document naming section.

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