



Waste Less, Recycle More

Organics Infrastructure (Large and Small) Program

Stream 2: Business Organics Processing

Application Form

Closing date: 3pm Thursday, 29 August 2019

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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TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

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

See also www.environment.nsw.gov.au

OEH 2019/0063

June 2019

How to complete this form

- Answer all the questions in this application form.
- Type only in the spaces provided in the application form. The boxes provided for responses are a set size and will not expand to accommodate additional text.
- To complete this form, you must have the latest **Adobe Reader** installed, visit the [Adobe website](#) to ensure you have the latest version.
- **Do not use Acrobat Pro** as it will not work properly, and you will lose any data that you have entered onto the form. **You must use Adobe Reader.**
- Incomplete or ineligible applications will not be considered.
- All applications (Part A) must include the following:
 - Application Budget (Part B) as an Excel Spreadsheet
 - Project Plan (Part C) as a Word document.
 - Financial analysis as an Excel Spreadsheet.
- Attach the relevant Waste Assessment.
- Submit your application by the closing date: **3pm Thursday, 29 August 2019.**

Enquiries

Application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

General program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 6876

Email: organics.recycling@epa.nsw.gov.au

Conditions of eligibility:

Read the eligibility section in the [Guidelines for Applicants](#).

1. Is your organisation one of the following:
 - Business/private industry
 - Local government
 - Universities, prisons, TAFEs and other government institutions
 - Not-for-profit organisations. Must comply with the [ATO's definition](#).

All applicants must be legally constituted entities and be organisations, not individuals or sole traders

2. Any time from the date you apply for this grant, will your organisation, a project partner or related company transport or arrange the transport of waste (which has been generated in NSW) out of NSW for recycling or disposal?
 - Yes
 - Yes, but exemption received
 - Yes, but applying for an exemption
 - No

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

If you have answered yes to the above question without an exemption, your organisation is **not eligible to apply for funding**.

An organisation can apply for an exemption to this requirement if its operations are close to the border to any other Australian State or Territory. To apply for an exemption, contact the EPA Organics Recycling team at organics.recycling@epa.nsw.gov.au.

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

4. Has your organisation already ordered or purchased any of the equipment or infrastructure which is the subject of or related to the project in this application?

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

Background

Completed applications with all attachments must be submitted to the Trust by **3pm Thursday 29 August 2019** via email to: waste.recycling@environmentaltrust.nsw.gov.au.

You must read the separate [Guidelines for Applicants](#) document (under Guidelines and forms) before completing your application, particularly **Section 2: Guide to completing your application**.

1 Application details.

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 Site location.

Name of site

Address

Suburb

State

Post Code

Does your organisation own this site?

Yes

No

If no, provide leasing arrangements

4 State electorate and local government area.

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

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

Secondary areas if more than one, list below matching each council with its respective electorate.

Local government area

State electorate

Provide location information for your site. 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 Applicant contact details.

Organisation

ABN Registered for GST

Postal Address

Suburb State Post code

Primary contact

Title First name Surname

Position

Phone Mobile

Email

Secondary contact (senior officer or office-bearer)

Title First name Surname

Position

Phone Mobile

Email

6 Management structure.

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

Number of years trading Years under current executive

Full-time employees Total full-time equivalent (e.g. volunteers)

7 Contact details for partners (if applicable).

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

Contact Person	<input type="text"/>			
Organisation 1	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
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"/>	

Contact Person	<input type="text"/>			
Organisation 2	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
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"/>	

Contact Person	<input type="text"/>			
Organisation 3	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
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"/>	

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
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"/>	

8 Has your organisation previously received funding from the NSW Environmental Trust, Environment Protection Authority or Office of Environment and Heritage?

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

9 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:

	Insurance provider	Policy Number	Coverage	Expiry Date
Public Liability				
Workers Compensation				
Volunteer Insurance (if applicable)				

Licensing and compliance history under NSW Environment Protection laws

10 Does your organisation currently hold NSW EPA licences for the facility where this project proposal is located?

Yes No *If yes, provide EPA licence numbers.*

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

Yes No *If yes, provide detail below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).*

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12 Have you contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under Section 88 of the POEO Act?

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

The dates of the contraventions

The sections or clauses contravened

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

The nature of the contraventions

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

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

Project milestones

13 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 \$75,000 and \$500,000. The first instalment amount must be 50 per cent of your total funding amount requested, the second and third instalments should total 40 per cent, and the final instalment 10 per cent. Milestone 1 should be approximately November 2019.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Deed of Agreement			Milestone 1 Report <i>including the following:</i> <ul style="list-style-type: none"> signed Deed of Agreement any documents required as a special condition Project measures report (initial projections) tax invoice to the Trust for the instalment amount with GST if appropriate
Milestone 2 Construction or purchase of equipment			Milestone 2 Report <i>including the following:</i> <ul style="list-style-type: none"> Project Measures report (progress) Statement of Expenditure (progress) copies of supplier/order documentation (Agreements/ Letters of engagement/purchase orders) copy of final design and costings copies of tax invoices/quotes from service providers, suppliers, contractors tax invoice to Trust for the instalment amount (shown in third column) with GST if appropriate
Milestone 3 Operational Commissioning			Milestone 3 Report <i>including the following:</i> <ul style="list-style-type: none"> Project Measures Report (progress) Statement of Expenditure (progress) photographs of installed equipment site visit by EPA/Environmental Trust copies of tax invoices/quotes from service providers, suppliers, contractors tax invoice to Trust for the instalment amount (shown in third column) with GST if appropriate
Final Report Project completion and final report			Final Evaluation Report <i>including the following:</i> <ul style="list-style-type: none"> Project Measures Report (final) Statement of Expenditure (final) photographs of operating equipment three month post implementation report site visit by EPA/Environmental Trust copies of final tax invoices for providers, suppliers, contractors documentation supporting completion of project (e.g. photos, videos, monitoring and evaluation report, media releases, construction certificate) tax invoice to Trust for the instalment amount (shown in third column) with GST if appropriate
Total funding requested			Total funding must equal/be the same as the amount in your submitted budget form

Project description

14 Please provide a one-page overview of your proposed project.

Criterion 1: Organics inputs

15 Please list the types of organics you intend to cover and their sources. How are you currently managing these organics? (E.g. food from restaurant preparation, food left from food service).

16 Please detail quantities of organics the project/facility will handle (tonnes/year).

17 How have you assessed the organics in your waste stream and determined what is suitable for processing/pre-processing? Please summarise here and attach an assessment report or a waste audit summary.

18 Have you considered or implemented food waste avoidance and/or food donation actions?

Yes No Either Yes or No, please provide detail below.

19 Contamination is a major barrier to the successful recycling of organics. Contamination of food organics often consists of cutlery, napery, glass and crockery. Please describe the training that you will implement to eliminate contamination, this will need to take account of the staff involved in the areas that generate the waste, e.g. kitchens, and the staff involved in collecting and managing the food waste.

20 What ongoing training measures do you have in place for new staff in the areas where food waste is generated, collected and managed?

21 How will organics be collected and transported to the processing/pre-processing equipment? What other equipment is required for collection and storage?

22 For partnership projects only. How will contamination, collection, transport and cleaning be managed for the cluster of businesses?

Criterion 2: Technical and regulatory analysis

23 Describe how you decided between: (1) separation for off- site processing; (2) on- site processing via more traditional methods; and (3) on-site processing using electronic/automated machines.

24 Describe your facility/site. Provide details of where you intend to install the processing/pre-processing equipment/infrastructure, location of main waste generating activities and access for removing the processed material.

25 Describe the infrastructure and equipment you intend to purchase. Give a brief description of its operation.

26 What comparative analysis did you undertake in choosing the particular processing equipment? Please provide details of other options considered.

27 Describe the licensing and approvals needed for your project (e.g. Resource Recovery Exemption and Order).

28 Please describe the organic output from your equipment and, how it will be managed.

29 Management systems.

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

30 Please explain why this project would not go ahead in the near future without funding from this program.

31 Resource 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.

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

32 Additional contribution – ineligible grant items (cash and in-kind contributions).

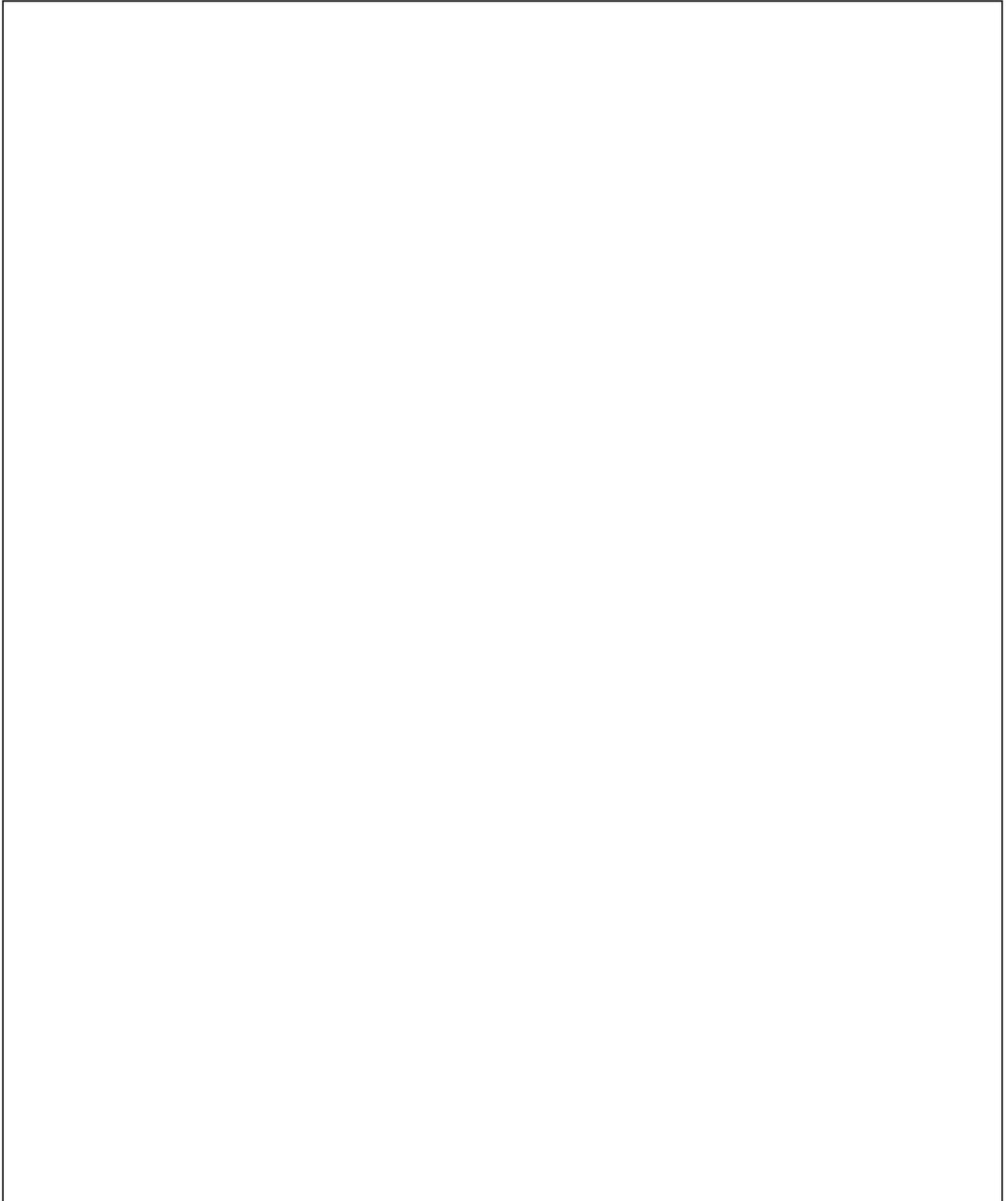
This includes contributions by the applicant in delivering the projects for ineligible grant items. See page 5 of the [guidelines](#).

Title	Description/comment	Unit price \$	Number of units	Total

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

34 Grant return. Please detail the grant dollar per kg (or tonnes) of processing capacity per year.

35 Use a financial analysis to support your proposal. Provide a summary here and attach your calculations using the supplied template.



Part B: Application budget

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

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

Criterion 4: Demonstrated ability to deliver the project to a high standard

36 Project measures table

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation (the people)	SC2	People employed using Trust funds (Mandatory)	This excludes contractors and/or consultants, these individuals must be included under project measure SC3.	Number of individuals	
			Total hours contributed by those staff that are funded directly from the Trust grant.	Combined hours contributed	
	SC3	Consultants/contractors engaged using Trust funds	This project measure excludes individuals recorded under SC2.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed NOT using Trust funds (Mandatory)	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 SC2, 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		

Category	Code	Project measure	Definition	Unit of measurement	Projection
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted as part of the project through activities associated with SC13.	Number	
	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, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Resource Conservation	RC7	Built capacity to divert waste from landfill	The tonnage per annum that the infrastructure will be able to process on commissioning.	Tonnes	
	RC16	Additional business or commercial and industrial organics diverted	This measure refers to the amount of additional business or commercial and industrial organics being diverted from landfill.	Tonnes	
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 Turnover (\$/yr) (Mandatory)	This measure relates to the additional turnover in dollars resulting from the grant funding.	Dollars	
	EC3	Processing cost per tonne of material collected (\$/t) (Mandatory)	This measure relates to the actual processing cost of material collected by the new service.	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. It could include contributions from 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	

Part C: Project Plan, including risk management

- This part of the application is a separate [Word document](#) that can be downloaded from the website.
- This form must be completed and submitted with the application form.
- **DO NOT PDF-** the project plan form is to be submitted in WORD format only.
- Attach a [Gantt chart or project timeline](#) and a risk management plan.

37 Describe your ongoing commitment to the project.

38 For partnership projects only. Describe the on- going commitment to management of the project.

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

- Sustainability/environmental
- Economic
- Social

40 Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection. See page 21 of the [guidelines](#).

41 Community Benefit: Detail how this project will specifically benefit the local community it is located in and the broader NSW community. See page 21 of the [guidelines](#).

Include information such as:

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

Local community

Broader NSW

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

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

Authorisations

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

What happens if I supply false or misleading information?

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

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

An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>
Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

Telephone: (02) 9995 6876
Email: organics.recycling@epa.nsw.gov.au

Section F: Feedback

Provide some basic feedback on your experience with applying to the Organics Infrastructure (Large and Small) program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

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

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

2. Time taken to complete the Trust application form

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

3. Difficulty completing the application

- Very easy Easy Moderate Difficult Very difficult

4. 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 (tick 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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Part G: Application submission

It is important that you read all sections of the [Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST. **Before submitting your application, refer to the submission process set-out below.**

Answer all questions in Part A: Application Form.

Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size and will not expand to accommodate additional text.

- Submit Part B: Application Budget spreadsheet. Do not include ineligible items in your grant budget.
- Submit Part C: Project Plan.
- Submit a financial analysis in the provided template.
- Ensure the detail in your application is approved by the appropriately authorised people.
- Attach all required supporting information such as waste audit. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages.
- Do not ZIP your application.
- The Application Form must be sent as the PDF smart form. See below for document naming convention.
- The Budget and Financial Analysis spreadsheets must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. See below for document naming convention.
- Additional attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc after the 'Stream 2'.
- Submit your entire application by email only. Ensure to include all relevant attachments and send all documents to waste.recycling@environmentaltrust.nsw.gov.au
- Email subject line must use this format: Organisation Name – OI Stream 2. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the Stream 2.
- Emailed applications cannot exceed 20MB including all attachments. If you have multiple documents and attachments exceeding 20MB, it is preferred if you can send the documents in a few emails.

Document naming

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

- Application Form 01 Grant Application
- Application Budget 02 Grant Application Budget
- Project Plan 03 Project Plan
- Financial Analysis 04 Financial Analysis
- Project timeline 05 Project Timeline
- Waste audit 06 Waste audit

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