



Waste Less, Recycle More

Organics Infrastructure (Large and Small) Grants Program
Stream 2: Business Organics Recycling

Guidelines for Applicants

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:

Office of Environment and Heritage NSW

59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

Phone: 131 555 (environment information and publications requests)

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

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: info@environment.nsw.gov.au

Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

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

See also www.environment.nsw.gov.au

ISBN 978-1-925755-45-9

OEH 2019/0064

June 2019

Section 1: About this funding program

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 NSW Office of Environment and Heritage (OEH).

NSW Environment Protection Authority

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

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 extension of WLRM until 2020/21 was announced in October 2016 with an additional allocation of \$337 million.

The EPA is responsible for the delivery of many 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 to deliver these programs. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet recycling targets in the [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#).

The Waste Less, Recycle More 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 remain the largest proportion of waste going to landfill from both homes and business in NSW. The successful diversion and reuse of this organic waste is critical to achieving the NSW Government target to divert 75 per cent of all waste from landfill by 2021. The \$105.5 million Organics Infrastructure Fund (\$70 million under the initial Waste Less, Recycle More and a further \$35.5 million under the Waste Less, Recycle More extension) integrates all of 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
- organics processing (this grant program)
- markets for composted organics
- regulation and compliance

The Organics Infrastructure (Large and Small) Grants Program

The Organics Infrastructure (Large and Small) grants support a broad range of large and small infrastructure and equipment to reuse or recycle source separated food and garden waste that would otherwise go to landfill. The grant program also provides funding for infrastructure that will improve product quality and consistency to ensure strong markets for recycled organics products and, therefore, effective diversion of organics from landfill in NSW. The grant program is made up of five streams as listed in the table below. Each funding stream has its' own guidelines, application forms and assessment criteria.

Stream 1 Organics Processing Infrastructure	Grants of between \$25,000 and \$3 million are available to councils, waste companies and composting companies. Grants will cover up to 50 per cent of capital costs for new or enhanced infrastructure that processes food, garden or combined food and garden organics from households and businesses. This stream supports organisations processing organics generated and source separated by others.
Stream 2 Business Organics Recycling	Grants of between \$75,000 and \$500,000 are available to businesses and local councils, covering up to 50 per cent of costs of onsite processing equipment. Grants of between \$135,000 and \$500,000 are available to not-for-profit organisations and government institutions, covering up to 90 per cent of costs of onsite processing equipment.
Stream 3 Food Donation	Grants of between \$10,000 and \$500,000 are available to food relief agencies for infrastructure such as refrigerated vans and freezers that increase capacity to collect, store and redistribute surplus food from businesses to people in need.
Stream 4 Product Quality	Grants of between \$10,000 and \$500,000 are available to councils and businesses, covering up to 50 per cent of capital costs relating to organics processing infrastructure and equipment. For example, a decontamination equipment can be purchased to improve the quality and consistency of organics outputs above regulatory requirements and leading to robust markets for recycled organics.
Stream 5 Transfer Stations	Grants of between \$10,000 and \$500,000 are available to councils and businesses, covering up to 50 per cent of capital costs relating to infrastructure and equipment to establish new or upgrade existing transfer stations so that they can also be used as transfer stations for food (or food and garden) organics.

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

Stream 2 Business Organics Recycling

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

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

Projects are expected to have the equipment purchased and operational by 30 June 2021. However, the Trust will consider allowing extensions to submitted project timelines if there are valid logistical reasons.

Eligibility

Eligible organisations

Organisations eligible to apply include:

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

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

Not-for-profit organisations incorporated under the Section 111K of the Corporations Act 2001 must provide proof of their non-profit status.

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

Partnership projects

Partnership projects are encouraged. For example, a group of not for profit and community organisations implementing a food rescue and donation program. Partnership projects can improve the implementation and reach of projects. An organisation must be appointed to act as the grant applicant and administrator of the project, including signing the Deed of Agreement and submitting milestone reports. It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This agreement should be demonstrated in the grant application and can be provided in the form of a Memorandum of Understanding signed by each partner or a letter from each partner detailing their roles, responsibilities and commitments.

Multiple applications and multiple sites

Applicants are permitted to submit multiple applications. For example, you can submit two different applications for two different sites or you can reapply if an application was unsuccessful in a previous year. If you are proposing several projects, you must provide evidence of sufficient resources to implement all projects, including capacity to manage projects funded in previous years. You will also be expected to maintain separate recordkeeping for each project including tracking your in-kind and cash contributions for each separate project.

Where a similar project is proposed for multiple sites, a single application may be appropriate. For example, where the total grant funding requested for all the projects/sites is less than \$500,000 and the proposal for each site can be clearly explained within the one application form. The objective for this Stream is to support large scale infrastructure to manage large volumes of food and/or garden waste. Bin Trim rebates are the funding mechanism available under Waste less, Recycle More for smaller scale projects and equipment. Funding will not be provided for multiple pieces of equipment across multiple sites where it can be reasonably determined the project would be eligible through the Bin Trim rebate program.

Conditions of eligibility

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

- Complete all relevant Environmental Trust forms and supporting documents.
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager or Secretary) who can attest to the accuracy of the information within the application.
- Provide a waste assessment (it may be a Bin Trim assessment), waste audit or report by a waste expert.
- Demonstrate in your application that your project is aligned with the program's aims and objectives, provides value for money, delivers public benefits, and will deliver significant resource recovery outcomes.
- Demonstrate that previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's performance will be improved.
- Demonstrate that the time required for all necessary planning, regulatory or other approvals has been considered and how these factors have been taken into account. For example, experience from a previous project highlights that you will need longer timeframes to gain approvals as this was a major cause of project delay.
- **Submit projects that will be substantially completed by 30 June 2021.**
- Ensure your application is received by the closing date. Late applications will not be accepted.

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

You are ineligible to apply for this funding if:

- your organisation, a project partner or related company generates waste in NSW that is transported for recycling or disposal to a location outside of NSW; and
- there was, at the time of transport, a lawful recycling or disposal facility for that waste within NSW.

Organisations that generate waste near the border to any other Australian State or Territory may, however, apply for an exemption from this provision if they can demonstrate compelling circumstances as to why waste has been sent out of NSW. To apply for an exemption, contact the EPA program team at organics.recycling@epa.nsw.gov.au.

Funding

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

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

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

Applicants seeking \$100,000 or less of grant funding are strongly encouraged to check their eligibility for a Bin Trim Rebate through the Business Recycling Program. Bin Trim rebates are available for recycling equipment in small to medium enterprises (up to 400 employees) for up to five sites from the one organisation. Applications are open continuously and the application process is more streamlined than this funding program. Funding will not be provided through this program where it can be reasonably determined the project would be eligible through Bin Trim.

What will be funded?

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

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

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

What will not be funded?

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

- Smaller projects eligible through the Bin Trim Rebates program
- Activities undertaken, or equipment purchased or ordered before the time the opening of the grant round was announced
- Operational expenses including cars, fuel, electricity, equipment maintenance and staff costs (other than staff costs associated with training in the operation of the equipment)
- Project management costs
- Training and project co-ordination costs that are greater than 5% of the infrastructure costs
- Capital expenditure costs related to processing of non-source separated organics, organics from sources other than the municipal or commercial and industrial waste stream
- Processing or handling of organics that would not have previously been disposed to landfill
- The costs of meeting statutory requirements such as development consent, environmental impact assessments, operating licenses, or the conditions thereof
- Activities, projects or infrastructure outside NSW
- Compost spreaders for application of processed organics to land
- That proportion of the equipment's operations that will not be used for the project described in the application or on eligible organics
- Purchase of land
- Research
- Marketing or promotional activities
- Projects where organics management is the principal business activity of the business applying for the grant
- Leased equipment
- Chippers for cutting up garden organics (unless the equipment is one step in a processing/composting operation and proof is provided that the garden organics is currently disposed to landfill)
- Equipment to establish or expand business waste collection services
- Costs associated with preparing the application
- Projects that result in soil injection or discharge to sewer of source separated food.

Projects involving related-party transactions

Applicants who 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 given would be reasonable 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, contact the Trust Administration before submitting your application.

Before finalising Part B: Application Budget, you are encouraged to contact the EPA to discuss your project proposal including eligible and ineligible items for funding.

Funding from multiple sources

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

Some large projects may require multiple sources of government funding. For us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- Have secured funding from another government agency for the same or related activities to those funded by the Trust.
- Have current applications lodged with other government agencies.
- Receive other funding or rebate from other government agencies while your project is underway.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

Other requirements

The Triple Bottom Line

It is expected that your project will implement best practice and consider Triple Bottom Line outcomes: Environmental, Economic and Social. This can be defined as being mindful of the 'big picture' in designing, building, upgrading or enhancing a facility. In your application you will also need to demonstrate a commitment to incorporating sustainability principles into the design of your project. This includes energy and water efficiencies, biodiversity impacts and landscaping. The [Government Resource Efficiency Policy \(GREP\)](#) is a useful reference. You should also include any associated actions your organisation has already implemented, or intends to implement, including reference to local or organisational strategies, policies or plans.

Compliance with NSW environment protection laws

Note that the Trust, with support from the EPA will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, license suspensions, licence revocations, convictions or prosecutions under the *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations (POEO) Act 1997*, *Protection of the Environment Operations (Waste) Regulation 2014* and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 18 June 2019 they, or any directors or managers of the applicants (whether as directors or managers of the applicants or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the POEO Act with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

For the purposes of this matter, the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, s144AB or 211 of the POEO Act or Part 2 of the *Protection of the Environment Operations (Waste) Regulation 2014* in relation to any waste activities where a consequence of the contravention has the result of the avoidance, minimisation or undermining of the waste contribution. This also includes a contravention of any clause of a resource recovery exemption.

These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have been commenced or an offence has been proven in court proceedings.

Regulations governing use of outputs

The application of waste to land, or its use as a fuel in NSW may trigger the requirement to hold an Environment Protection Licence (EPL) under the POEO Act. The thresholds regulating whether a site needs to hold an EPL for those activities can be found in Clause 39 and 40 of Schedule 1 of the POEO Act. The EPA may exempt a person from the requirement to hold a licence for these activities.

Resource Recovery Exemptions and Orders are granted by the EPA where the land application or use of waste as fuel is a bona-fide, fit for purpose, *reuse* opportunity.

The EPA encourages the recovery of resources from waste by issuing both general and specific Resource Recovery Exemptions and Orders.

General exemptions and orders are issued for commonly recovered, high-volume and well-characterised waste materials. A general exemption and order may be used by anyone, without seeking approval from the EPA, provided the generators, processors and consumers fully comply with the conditions of the exemption and order.

Where no general exemption and order are available for the intended use, a specific exemption and order may be issued after an application is made to the EPA.

There are four relevant general exemptions and orders:

- pasteurised garden organics
- compost
- solid food waste
- liquid food waste

Note: Composting does not include drying or dehydration processes.

For more information on these exemptions and orders please visit the [EPA](#) website.

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

Obligations of successful applicants

Deed of agreement

Successful applicants will be required to enter into a performance-based funding agreement which will stipulate all funding obligations and conditions. The Trust will monitor the progress of projects, outcomes and expenditure of funds. 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 be required to comply with the conditions (including special conditions) contained in the Deed of Agreement, including but not limited to:

- Accept the grant funding is contingent on avoidance and or recycling of food waste that was previously landfilled and that the grant funding may be adjusted according to any variances to this outcome.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Complete a [Project Measures](#) report at time of project commencement (projected numbers) and with each milestone report (actual numbers achieved). A template is available on the Trust's website detailing what type of information will be required.
- Provide milestone and final reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently certified Final Statement of Expenditure.
- Provide a Tax Invoice to the Trust for each grant instalment.

- Seek prior approval from the Trust for any variation to the agreed project plan, project measures, timeframe or budget.
- Acknowledge the Trust and EPA in all promotional material and public statements about your project. Your acknowledgement must include the appropriate NSW government logos in accordance with publishing requirements. Logo and requirements for use to be downloaded from the [Trust website](#).
- Agree for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust and the EPA.
- Invite Trust and EPA representatives to any launch or public event associated with this funding, and that where they can attend, they are acknowledged as official guests and provided with the opportunity to publicly addressing the event.

Project implementation timeframe

The Trust receives an annual funding allocation for the Waste Less, Recycle More programs, with limited capacity to carry over funds to future financial years. Consequently, projects must be completed within three years of signing the Deed of Agreement.

Successful applicants will be required to:

- Demonstrate commencement within four months of signing the Deed of Agreement, which includes obtaining all approvals, advertising tenders or commencement of works. If a project is not commenced within this four-months and without justification the grant may be revoked.
- Make a commitment to have your additional processing capacity constructed or commissioned by no later than June 2021 and provide six months of throughput data by 31 December 2021.

For projects that are not completed within three years, you will be required to justify why the grant should not be terminated.

Requests for variations to projects are considered by the Trust and these should be submitted as soon as possible. Significant extensions to time will only be approved under exceptional circumstances.

Assessment criteria

Selection for Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out in the following table.

The application forms will allow the TRC to assess your project. All questions in the application forms should be answered fully and your responses should be prepared with these criteria in mind.

1. Organics inputs

- types and quantities diverted
- documented understanding of organics waste stream quantities and fluctuations
- documented understanding of measures to eliminate contamination
- planned ongoing training
- planned organics management from generation to processing

2. Technical and regulatory analysis

- installation site is appropriate and well planned
- appropriate equipment chosen
- good understanding of the required licensing and approvals
- well planned organics output management
- quality and WHS systems in place

3. Value for money

- a detailed project budget
- good return for the government grant investment per tonne of processing capacity (applicant contribution is expressed in this formula)
- a financial analysis
- environmental, social and economic benefits
- cash and in-kind support are available (co investment is leveraged)

4. Demonstrate ability to deliver the project to a high standard

- well-developed project planning and methodology
- well-developed risk management
- there is a range of resources available for the project
- demonstrated management skills, expertise and relevant experience

Business case support

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

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

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

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

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

Advisors are **not** funded to:

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

To apply for Business Case Advisory support, applicants must complete the [EPA Business Case Advisory Service \(BCAS\)](#) application form on the Trust website.

It is advised that applicants apply as soon as possible as there are a limited number of advisors and a limited period before the closing date. Applications to use the service will only be accepted up to 21 August 2019 i.e. six working days before the close of the grant round.

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

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

Part B: Application Budget

Overview

[Part B: Application Budget](#), is an Excel document and is separate from the main application form and can be downloaded from the Trust's website.

When you fill-out the budget spreadsheet, the figures you enter will be added up automatically. You cannot cut and paste data into this document as it can alter the formatting and cause errors, which may result in your budget submission being deemed ineligible and your application not 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 your 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 to discuss.

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 budget for eligible grant items only.
- Part 4 Additional direct project costs (ineligible items).
- Part 5 Summary of total project including ineligible items.

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

All items 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 item can be matched against invoices when you come to the reporting stage. Be specific and give unit values where possible. There is a risk that if you do not provide enough 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 that reflect support for a project and added value for money. These guidelines detail what is eligible and ineligible for funding.

Separate out 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 \$3 million 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 provided if they are relevant to the project to indicate an overall total project value.

Taxation - goods and services tax (GST)

GST applies to payments made under this grant program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that you, as the applicant, seek independent legal and financial advice if uncertain about your organisation's taxation obligations.

Organisations administering a grant (and are registered for GST) are not to include any GST in the application budget. The Trust will add 10 per cent GST to the grant payment.

Organisations administering a grant **that are NOT** registered for GST are to include in the application budget any GST that will be incurred during the life of the project.

A tax invoice is required for the amount of each milestone payment of the grant/project. The invoice is to include GST if applicable. All invoices from councils (as a government related entity) should be exclusive of GST.

Application and submission process

The Application consists of the following parts:

Part A Application Form PDF Document	Part B Application Budget Excel Document	Part C Project Plan Word Document	Financial Analysis Excel Document
---	---	--	--------------------------------------

These documents are available to download from the [Trust's website](#).

Note: The Application Form and Budget documents (Part A and B) are locked. This means that the size of the text boxes will not expand, so your answer must fit only into the space provided. The Project Plan (Part C) will expand to accommodate additional information.

Who to contact if you need further help

Application Assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

General program issues or questions

NSW Environment Protection Authority

Phone: (02) 9995 6876

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

Attachments

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

Example of acceptable attachments:

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

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

Document naming

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

You must adhere to these naming instructions for submitting the application documents:

- Application Form 01 Grant Application
- Application Budget 02 Application Budget
- Project Plan 03 Project Plan
- Financial Analysis 04 Financial Analysis
- Risk Management plan 05 Risk Management plan
- Gantt Chart 06 Gantt chart
- Waste Audit 07 Waste Audit

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

Assessment of application and notification

Acknowledgement of receipt of applications

You should expect acknowledgement of your Application Form within two days of the closing date. If you do not receive an acknowledgement, contact the Trust to ensure your application has been received.

Furthermore, you should expect to receive a confirmation email with a unique reference number within three weeks of the closing date. This reference number should be used in all correspondence to and from the Trust. If you do not receive an email within three weeks, please contact Trust administration on (02) 8837 6093 or by email at waste.recycling@environmentaltrust.nsw.gov.au.

Assessment and approval process

After the closing date, Trust administration staff will check whether your application is eligible and complete.

The Trust will use the information you supply to assess your project. Some of this information may also be used for promotional purposes.

The Trust will endeavour to treat sensitive personal and confidential information that you provide 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*.

The Trust establishes an independent Technical Review Committee (TRC) for each grant program. Each TRC is made up of people with knowledge and experience relevant to each grant program and includes at least one representative of community groups and at least one representative of industry. TRC members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The TRC will assess the merit of your application by using the assessment criteria outlined in these guidelines. The TRC then makes recommendations to the Trust who will ultimately approve the funding. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

Unsuccessful applicants can request feedback on their applications by emailing the Trust Administration at waste.recycling@environmentaltrust.nsw.gov.au.

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

Notification of grant decisions

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

What happens if false or misleading information is supplied for this application?

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.

Section 2: Guide to completing your application

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

Eligibility	Grant funding is only available to eligible organisations for new or enhanced equipment and infrastructure. Answer all the questions to determine your eligibility to apply for this funding.
Background and organisational details	
1	Project title. This is the title of your project and will be used on all promotional material, on the website, Deed of Agreement and any other relevant document. It should be short and no more than 68 characters.
	Funding amount requested. This is the grant amount. This should match the amount you had requested in your Application Budget form. It is recommended to complete your Application Budget before filling-in this question.
2	Project summary. 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 Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what your project is about and the benefits it aims to deliver. Project X is about... It's important to do because... When it is finished the project will...
3	Site location. Give the name and address of the site where the equipment or facility will be located. If you do not own the site explain your lease arrangement e.g. when does your lease expire, is it conditional on a council tender?
4	State electorate and local government area. List the local government areas and state electorates where the project will occur. Include a note if processing occurs on multiple sites or material is sourced from multiple local government areas.
5	Primary contact details. The person that may be contacted before, during or after the project for additional information and updates on progress.
6	Management structure. Provide details on the senior management of your organisation. Experience in similar projects and support of senior management is beneficial for your application. For larger projects this should be demonstrated through attachment of CVs and letters of support. Years trading: this is not required for government organisations. Number of personnel: this figure gives an indication of resources that can potentially add value or impact the project and provide a comparison based on the size of the project relative to the total size of the organisation.
7	Contact details for partners (if applicable). If you are applying as an individual organisation, you do not need to complete this question. For partnership projects, the primary contact listed in question 5 is from the organisation appointed to act as the Applicant. The Applicant must act as administrator of the grant program including signing the Deed of Agreement and submitting milestone and financial reports. You must submit a letter from each partner or a Memorandum of Understanding, confirming their participation, commitment, roles and responsibilities.
8	Has your organisation previously received funding from the NSW Environmental Trust, NSW Environment Protection Authority or Office of Environment and Heritage? Only include grants that your organisation received within the last five years. The assessment process will also consider how well any previous Trust grants were implemented by your organisation.
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 (if volunteer insurance is applicable to this project).

Licencing and compliance history under NSW Environment Protection laws	
10-12	Please refer to page six of these guidelines regarding Compliance with NSW environment protection laws.
Project details	
13	<p>Payment and milestone schedule.</p> <ul style="list-style-type: none"> Complete this part of the application form once you have completed Part B: Application Budget, and Part C: Project Plan. Please provide the amount you are seeking from the Environmental Trust in the 'total funding requested' box. The total funding requested cannot exceed \$500,000. Grant requests cannot be for greater than 50 per cent of the eligible project costs or 90 per cent for registered not-for-profit organisations and government institutions and must equal figures in Part B: Application Budget (excel document). For most projects, the first instalment amount must be 50 per cent of your total funding amount requested, the second or third instalment 40 per cent, and the final instalment 10 per cent. Please provide the milestone dates you expect to achieve milestone two, three and four. Milestone 1 should be approximately January 2020. The project must start within four months of signing the Deed of Agreement with the aim to have all equipment installed and commissioned by June 2021. Milestone 2 will be the date you expect to purchase equipment/commence construction. Milestone 3 will be the date you expect the facility to be commissioned. Final Report will be project completion and submission of the final grant report to the Trust with at least six months of processing data (no later than 31 December 2021). <p>These dates should be based on your own in-house planning and the length of time you estimate to implement the key stages of your project.</p> <p>Milestones will be linked to the Trust reporting and milestone payments.</p>
Project description	
14	<p>One-page overview.</p> <p>Provide a maximum one-page overview of your project. You need to explain a little of the context, what type of business or organisation you are from and why you are seeking to develop this project. You need to explain where the waste comes from, what sort of quantities, how it is currently managed and how you intend this project to change that management. Describe briefly the equipment or infrastructure that you wish to purchase, explain how it will be used and explain what will happen to the material that results from the process.</p>
Criterion 1: Organics inputs	
15	<p>Please list the types of organics you intend to recover and their source(s). How are you currently managing these organics? (For example, food from restaurant preparation, food left over from food service).</p> <p>It is important to understand the types of organics you have in your system. This will assist in determining the type of infrastructure and the way that you can recycle the output material. Also explain how the organics are currently being managed. Organics currently being landfilled are generally the only eligible organics under this grant program.</p> <p>Organics applied to land must meet Resource Recovery Exemptions and Orders. For an understanding of the Regulations please see Page 7 Compliance with NSW environment protection laws.</p> <p>Food waste going for animal feed is regulated by the Department of Primary Industry and is quite restrictive especially where meat and dairy are involved. If you discover that you have inadvertently being directing non-compliant food waste for animal feed or land application, and the only other alternative is landfill, then you may be eligible for grant funding.</p>
16	<p>Please detail quantities of organics the project/facility will handle (tonnes/year).</p> <p>A numerical answer is required here.</p>

17	<p>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.</p> <p>You must attach a copy of your waste assessment to your application. Provide a very brief overview here. For example: when was the assessment undertaken, was it a visual or weight-based assessment, who undertook the assessment, was it of all your waste streams or just organics, does the assessment take into account peak times or seasonal variations?</p> <p>If you have undertaken several assessments mention that here and attach only your latest report to your grant application.</p> <p>Have you implemented any actions following the assessment? This may change the amount of organics available for this project or if the actions were related to other waste streams such as cardboard, demonstrate staff and managerial commitment to implementing improved waste management actions.</p> <p>For partnership projects attach copies of the waste assessments from all partners who will be sending material to the processing or pre-processing equipment to be purchased with grant funding. Describe whether there are other businesses who may become partners in the future.</p>
18	<p>Have you considered or implemented food waste avoidance and/or food donation actions?</p> <p>Avoiding food waste or donating good quality excess food to food rescue organisations are higher on the waste hierarchy than recycling and will impact on the amount of food waste available for recycling. Funding for infrastructure to enable these activities is also available through this grant program. Describe what work (if any) you have done to investigate food waste avoidance or food donation activities.</p> <p>Are there issues that make these options not feasible? Have you already implemented Lean Manufacturing or Your Business is Food?</p> <p>Have you considered food donation and are you aware of the Civil Liability Amendment (Food Donations) Act 2005?</p>
19	<p>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.</p> <p>There are usually two points where contamination is managed, at the point of generation (e.g. in a kitchen) and at the 'front end' or loading area for a piece of processing equipment. Staff in restaurants and other food waste generating areas, need to understand the procedures for ensuring that food waste streams are kept contaminant free. Staff who load and operate processing equipment need to be charged with the responsibility of checking for and removing contamination prior to loading.</p>
20	<p>What ongoing training measures do you have in place for new staff in the areas where food waste is generated, collected and managed?</p> <p>Past experience has shown that staff turn-over is a key issue in ensuring that organics are contamination free prior to loading into a processing facility. Staff are usually trained when a piece of equipment is installed, but training arrangements often end there. To ensure success of the system, training in the importance of separating the organic material needs to form part of any new staff induction. The success of the new equipment will be dependent on how well its operation is integrated into the current operational and management systems.</p>
21	<p>How will the organics be collected and transported to the processing/pre-processing equipment? What other equipment is required for collection and storage?</p> <p>Past experience has shown that the bins for the food waste need to be clearly differentiated from other waste or recycling bins and that good signage is required at all the generation and processing/pre-processing sites. Similarly, it must be clear who is responsible for removing the material from the kitchen or other waste generating area to the point of processing/pre-processing. Some pieces of equipment can be loaded continually, some need to operate in batches and material needs to be stored prior to loading, how will you store the material if this is the case? Will loading the facility require lifting equipment?</p>
22	<p>For partnership projects only – how will contamination, collection, transport and cleaning be managed for the cluster of businesses?</p> <p>When a number of businesses are jointly using processing or pre-processing equipment the equipment is more likely to be located away from the kitchen areas generating the waste and a management structure needs to be established to ensure the equipment area remains clean and functional for all partners. Options include:</p> <ul style="list-style-type: none"> • each business/partner contributing to a part time staff member who is responsible for collecting bins from each business, checking contamination, cleaning bins and returning them from the processing area to the business/partner. • the lead grant applicant such as a council or property manager may own, operate and manage equipment on behalf of businesses generating the organic wastes.

	<ul style="list-style-type: none"> operation of the equipment based on weight and swipe card data recording usage and used to allocate expenses of staff and operation across partners. <p>Describe the arrangements for your project.</p>
Criterion 2: Technical and regulatory analysis	
23	<p>Describe how you decided between: 1. separation for off-site processing; 2. on site processing via more traditional methods; 3. on site processing using electronic/automated machines.</p> <p>There are often many options available for managing the whole or parts of a business's organics waste. These options can usually be grouped into three main types based on the operational management requirements. For example:</p> <ul style="list-style-type: none"> Source separation with all processing offsite might be the best an option where collection and processing solutions are available off site, staff in the food waste generating area are willing to separate food organics from other waste but no staff are available for other tasks. More traditional methods such composting and worm farms may be appropriate if there is space on site, garden waste is already treated on site and there are staff with skills in managing these types of systems and able to make day to day operational adjustments and decisions. Electronic/automated machines may be more appropriate where space is limited, operational staff are available but have limited skills/ expertise and responsibilities and can report red light warning lights to senior staff when the equipment detects its own operational issues.
24	<p>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.</p> <p>Some odour is almost unavoidable with food organics processing. This can be a very sensitive issue if you have customers and clients moving around the site. Facility management needs to be happy that the positioning of the processing/pre-processing equipment/infrastructure, takes any potential odour problems into account.</p> <p>You also need to consider space requirements for storage, loading and unloading the equipment. Is there appropriate access for a vehicle to remove the processed material?</p> <p>Ensure your facility/site description includes how odour, loading and unloading treatment infrastructure, as well as cleaning and storage of food waste separation bins have been taken into account.</p>
25	<p>Describe the infrastructure and equipment you intend to purchase. Give a brief description of its operation.</p> <p>Detail the footprint, the processing capacity, the loading and unloading procedures, the type of process, the operational cycle, the services required (electricity, water, sewerage), additional requirements (e.g. vents, protection from traffic or weather protection) and the maintenance schedules. Detail the lifespan of the equipment and warranty. Is the equipment commonly used in NSW or Australia? Attach a concise/summary sales brochure (if available)</p>
26	<p>What comparative analysis did you undertake in choosing the particular processing equipment? Please provide details of other options considered.</p> <p>This application question asks you to demonstrate for the technical committee that you have explored several equipment options and equipment suppliers to ensure that you are choosing the most efficient, cost effective suitable equipment for your needs. The manufacturer's product description or costing/quote is not a sufficient response. Your answer should also clearly describe how you have considered the staff management of the organics management system, ongoing costs and maintenance of the specific piece of equipment chosen and alternatives.</p> <p>Explain how you have considered the waste hierarchy (avoidance, reuse/food rescue, animal feed, recycling, disposal) and other triple bottom line factors such as power use in making your selection.</p>
27	<p>Describe the licensing and approvals needed for your project. (For example, Resource Recovery Exemption and Order)</p> <p>Depending on the type and scale of your project various licences, approvals or variations may be triggered. For example:</p> <ul style="list-style-type: none"> Partnership projects where some of the organic waste is generated on a different property to the processing equipment may need an Environmental Protection Licence from the EPA. Anaerobic digesters may need to be licensed for fuel production and safe gas use. variation to a Council food premises license, variation to development consent to allow composting as an ancillary land use. <p>Demonstrate that you have investigated all potential licensing and approval variations for your project.</p>

28	<p>Please describe the organic output from your equipment and how it will be managed.</p> <p>It is a regulatory requirement that material destined for land application offsite must meet EPA Resource Recovery Exemptions/Orders as described on page seven of these Guidelines. The conditions of Resource Recovery Exemptions and Orders are in place to help protect human health and the environment it is therefore good practice for these conditions to be met whether or not the material is to be applied to land off or on site.</p> <p>A grant program decision was made to not fund onsite use of material from dehydrators and other rapid organics processing units that does not meet the regulatory requirements for offsite use. A grant program decision was also made not to fund discharge of food waste to the sewerage system regardless of whether a trade waste license was obtained. Where material is to be used on site it is strongly recommended that you submit an explanatory document as an attachment to your grant application to provide certainty to the Technical Review Committee that the outputs will be applied in accordance with a Resource Recovery Exemption.</p> <p>This should include site map, intended reuse areas, slope, vegetation cover, application rates and frequencies, and information such as whether the material will be incorporated into the soil. If your equipment is for pre-processing, you need to ensure that operational and financial plans take into account that you will have to pay to have the material transported and further processed. On site pre-processing will significantly reduce the weight and volume of your food waste and could thus reduce the expenses you would have incurred if you had simply sent this material in your normal waste stream.</p> <p>Your description of output should include figures. For example:</p> <ul style="list-style-type: none"> • 10 cubic metres of compost will be produced per year and this will be applied to gardens around the 12-hectare grounds. • One kilogram of dried semi digested food waste will be produced per day, collected by <company> and taken to <facility name> for further processing into compost. • 50 litres of macerated food waste will be discharged into the holding tank per week, collected by <company> each week and taken to <facility name> for processing into <name> 20 litres of digestate will be needed to be drawn off from the anaerobic digester per month, this will be sent through a belt press and then to <name> composting facility
29	<p>Management systems.</p> <p>Quality, Environmental Management and Work Health and Safety systems provide some assurance that the project will not result in harm to human health or the environment. Safe operation of equipment, odour control, temperature control and contamination management are particularly important for food and garden processing. Describe what systems you have in place and how they will be reviewed and updated once the organics handling system and equipment is in place.</p>
<p>Criterion 3: Value for money and project impacts</p>	
30	<p>Please explain why this project would not go ahead in the near future without funding from this program.</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. Please describe why this project would not proceed without funding assistance or how the funding would enable to project to be brought forward.</p> <p>For applicants where the cost savings from the project will accrue to the organisation, the following questions should be answered:</p> <ul style="list-style-type: none"> • What is your estimated annual increase in revenue and/or reduction in expenses? • Incorporating these revenues/expenses, how does the payback period or internal rate of return for the project relate to your organisation's usual hurdle rates for project investment? • Have other forms of finance been considered for part or the entire project? If not, why not? If it has been rejected, what was the basis for this decision? <p>For projects where there are no financial barriers to proceeding, or where cost savings from the project will not accrue to the organisation, state:</p> <ul style="list-style-type: none"> • What are the non-financial barriers to implementing the project? • How will the funding assistance help the project proceed?
31	<p>Resources from other sources.</p> <p>List any other grants or payments you (the applicant and partners listed in this application) have/will receive relating to this project, that the EPA and other state or commonwealth agencies have/will issue.</p> <p>Note: This grant will fund additional work, promotion or materials above existing commitments. However, it will not fund work that would have been undertaken as part of agreed commitments or existing programs.</p>

32	<p>Additional contribution – ineligible grant items (cash and in-kind contributions).</p> <p>Please provide details about cash or in-kind contributions to ineligible grant items. This may include items such as, but not limited to, other pieces of equipment, staff costs, and project management costs. Refer to pages 5 and 6 of the Guidelines for Applicants.</p> <p>Note: Cash and in-kind contributions to eligible grant items should be included in Part B: Application Budget.</p>
33	<p>Describe how your project is delivering good value for money.</p> <p>Please describe why this project will deliver good value for the government investment. Your project is evaluated against other Stream 2 business organics recycling grant applications as well as other Organics Infrastructure (Large and Small) Stream 1, 3, 4 and 5 projects. Describe why your project should receive grant funding. If relevant, also describe why your project is not eligible or was not submitted through the Bin Trim rebates program.</p>
34	<p>Grant return. Please detail the grant dollar per kg (or tonne) of processing capacity per year.</p> <p>This calculation will give one measure of the return for the grant investment by the Government. Grant dollar per kg or tonne is decreased when the applicant contribution is high, equipment costs are low, and the amounts of organics processed and capacity of the equipment in a one-year period is high. (if your project also involves food waste avoidance and or food donation include these figure as well)</p> <p>These figures will contribute to understanding the overall value for money.</p>
35	<p>Use a financial analysis to support your proposal. Provide a summary here and attach your calculations using the supplied template.</p> <p>The financial analysis is required to demonstrate that the project is financially viable. The level of detail and analysis will depend on the amount of grant funding sought for your project. Ensure your analysis is consistent with information provided in other sections of your application, budget and project plan. Use the supplied template and submit your calculations as an excel spreadsheet.</p>
Part B	<p>Part B: Application Budget.</p> <p>This part of the application is a separate Excel document which can be downloaded from the Trust website. This document is where you will be required to enter in your full budget, including all sources of income and all source of expenditure for eligible grant items. Instructions are contained within excel document. Only include eligible grant items – by referring to the ‘what will be funded’ and ‘what won’t be funded’ section of these guidelines.</p> <p>Project grants between \$75,000 and \$500,000, covering up to 50 per cent of the capital costs relating to the infrastructure and equipment are available. Not-for-profit organisations and government institutions may seek up to 90 per cent of funding however, grant size must be a minimum of \$135,000. Applicants that are willing to contribute more will be favoured in the grant assessment process.</p> <p>Provide as much detail and breakdown as possible such as wage as \$x/hrs/week *y weeks.</p> <p>This form also has a series of tabs that pull up charts to include more detailed costing details for construction, consultants, contractors, equipment and other costs.</p> <p>Note: The cash and in-kind contribution to eligible grant items should be included in the excel form</p>
<p>Criterion 4: Demonstrated ability to deliver the project to a high standard</p>	
36	<p>Project measures table</p> <p>The table offers a range of baseline data and target measures designed to help you record and monitor the quantitative outcomes of your project. If you are successful in receiving a grant, the project’s performance will be measured against actual (or achieved) quantitative data for each stage of your project.</p> <p>Data provided in this table should match the outputs detailed in Part C: Project Plan.</p> <p>Why: The project measures table requires you to demonstrate what outputs will be delivered as part of your project. You can use it to check how the project is tracking against its’ projected measures. The Trust may combine project measure data received from grantees to demonstrate the achievements across all Trust funded grants programs.</p> <p>Note: Measures that are highlighted as Mandatory must be included.</p> <p>How: It is recommended that you read through the table and definitions to select project measures that are relevant to your project.</p> <p>Note: Only nominate project measures that relate to your project, making sure you include those marked as Mandatory which are applicable to all projects. Once you have provided data projections for the mandatory and the relevant project measures, the other measures can be left blank.</p>

Part C	<p>These additional documents are required to demonstrate your project is well planned and the key steps have been thought out:</p> <ul style="list-style-type: none"> • Project Plan Use the template provided on the Trust website to structure your Project Plan. Refer to the separate document Project Plan Guide. • Gantt chart/project timeline (all projects) Submit a project timeline in the format of a Gantt chart or similar.
37	<p>Describe your ongoing commitment to the project.</p> <p>Does this project fit within your organisation's broader sustainability framework and goals? Is the grant project part of a larger waste management improvement program? Will the equipment be upgraded and replaced in the future? Are a range of staff engaged and committed to implementing the project? If unanticipated issues are encountered when implementing the project will additional resources such as staff training and incentives be added to the project? Will the project be replicated on other sites?</p>
38	<p>For partnership projects only – Describe the on-going commitment to management of the project.</p> <p>For partnership projects, attach a MOU or letters of commitment from partners confirming participation, roles, responsibilities and funding contributions. Describe partner commitments to staff training and involvement in implementing the project, as well as any mechanisms to encourage additional/replacement partners in the future. For example, will tenancy agreements include requirements for participation? Were partners actively involved in the design of the grant project? Are incentives and recognition award planned for partners and their staff? Will you be moving to weight-based charging? Will partners receive data on volumes of waste processed and outcomes such as tonnes of compost produced?</p>
Other supporting information	
39	<p>It is expected that the project will implement best practice in sustainability. Detail how you intend to achieve this. Also detail any expected benefits of the project towards 'Triple Bottom Line' outcomes.</p> <p>Be mindful of the details and the 'big picture' in designing and implementing your project.</p> <p>Environmental outcomes</p> <p>What is your organisation's commitment to the implementation of the environmental sustainability in this project and any associated actions already implemented, or intended to implement, including reference to local strategies, policies or plans? For example, diversion of material from landfill, less methane produced at landfill, beneficial use of outputs. Include in your description when these benefits will be realised and for how long.</p> <p>Also consider energy efficiency in design and operation, water efficiency, selection and use of recycled materials, packaging, waste management, transport and site landscaping (such as use of native plants).</p> <p>Useful resources include:</p> <ul style="list-style-type: none"> • OEH, Support for sustainability • Infrastructure Sustainability Council of Australia • Australian Green Infrastructure Council • Green Infrastructure <p>Economic outcomes</p> <p>What <i>economic benefits can result from your project? For example - new jobs, resources kept within the NSW or local economy, avoidance of costs. At what point in your project would these benefits be realised and for how long? If applicable to your project, describe if there will be any reductions in gate fee charges to councils or savings to households.</i></p> <p>Social benefits</p> <p><i>What social benefits will result from the project? This could include anything that is not an economic benefit, healthier sporting fields as a result of using and incorporating compost from the organics collected. For example: strengthened local communities, jobs for disadvantaged people and increased awareness of the value of organics. When will these benefits will be realised and for how long?</i></p>

40	<p>Declare any real, potential or perceived conflict of interest that you may be aware of.</p> <p>A conflict of interest may relate to land ownership, salary and contractor payments. You are required to declare any real, potential or perceived conflict of interest that you are aware of in relation to being awarded a grant, particularly where:</p> <ul style="list-style-type: none"> • Members, or relatives of members, of the organisation applying for a grant own private land where your proposed project activities will be undertaken. • Members, or relatives of members, of the organisation applying for a grant are being paid as project managers (or similar) with Trust funds. • Members, or relatives of members, of the organisation applying for a grant are being paid as contractors with Trust funds. • The project activities may create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives. • Third parties used to assist in the preparation of the grant application will potentially be engaged to carry out work on the project. <p>Such circumstances do not exclude the project from being funded, however they do need to be acknowledged as a potential conflict of interest and managed appropriately. The Trust's Technical Review Committee will assess each situation on its merits.</p>
41	<p>Community Benefit. Detail how this project will specifically benefit the local community it is located in and the broader NSW community.</p> <p>Include information such as:</p> <ul style="list-style-type: none"> • Additional jobs both during construction and ongoing operational. • New or expanded waste services. • Sale of new products from recovered materials. • Procurement of goods and services including communications, advertising, technical, financial, transport etc. <p>You will need to be able to demonstrate these outcomes as the project progresses.</p>
42	<p>Third party assistance. List all parties who have contributed to the information in this application.</p> <p>Include other divisions or units within your organisation and outside consultants. Ensure that you have a full understanding of, and can substantiate, the information supplied for your specific situation as you may be required to explain or expand on the details of your project.</p> <p>Please note that should you engage outside consultants they will need to provide details of all other Waste Less Recycle More grant programs/projects they have worked or are currently working on. In general, it would be expected that consultants engaged to assist in the development of the grant application would not be eligible to apply for contracts under the approved project, as they could have an unfair advantage in a competitive tender process.</p>

Additional resources

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