



NSW Environmental Trust

Remanufacture NSW Grants Program Round 2 - Stream 2 Trials Application Form

Closing date: 5pm Friday, 11 March 2022

What you need to know about this program

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 accepted.
- All applications must be complete and include the following:
 - Application Budget as an Excel Spreadsheet
 - Cost-benefit and Financial Analysis as an Excel spreadsheet
 - Supporting documents as PDF, Word or Image Documents
- Under this stream (Stream 2, Trials) grants of between **\$50,000** and **\$1 million** are available to eligible non-government/not-for-profit organisations, private industry or partnerships as defined under the Corporations Act and councils, regional organisation of councils, Australian research institutions and state government entities of NSW.
- Submit your application by the closing date: **5pm Friday 11 March 2022. No late applications will be accepted.**
- **Please note**, details of your application and accompanying documents will remain confidential.

Enquiries

For Application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

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

For General program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 6179, (02) 9995 6920 or
(02) 9995 5596

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

Eligibility

Conditions of eligibility:

Please read the eligibility section in the [Stream 2 Guidelines for Applicants](#).

1. Is your organisation one of the following:

- an Australian entity or partnership incorporated under *the Corporations Act 2001 (Cth)*
- a council (as defined in the *NSW Local Government Act 1993*), regional organisation of councils or other, local government-controlled organisation
- state government entity
- non-government/not-for-profit organisation (must comply with [ATO definition](#)) with an established legal status, or those without a legal status that is able to be administered by another organisation with legal status
- an Australian research institution

If you are not one of the above, your organisation is not eligible to apply for this funding.

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 transportation of material(s) subject to the waste export ban outside of Australia (after the ban for that material comes into effect)?

- Yes
- Yes, but with a waste export licence
- Yes, but an exemption received
- Yes, but applying for a licence /exemption
- No

3. If you answered 'yes' to the above question without a licence, an exemption or a legitimate explanation, your organisation is **not eligible to apply for funding**.

To learn about Waste Export Ban licencing or applying for a licence or exemption, please visit the Australian Government [Waste Exports](#) web page for details.

If you have already received a waste export licence or an exemption, please attach the evidence to your application.

4. Is your facility or project located in [the levy regulated area](#)?

- Yes (If yes, go to question 5)
- No

5. Will your organisation or a related company (such as parent companies, subsidiaries or companies that share directors), at any time from the date you apply for this grant, transport or arrange the transportation of waste which has been generated in NSW out of NSW for disposal?

My facility or project is **not** located in the levy regulated area (go to next question)

Yes*

* If your answer is 'yes' your organisation is **not eligible to apply for funding**.

Yes, but the project facility is located near a State or Territory border

Yes, but there is no disposal facility in NSW that can lawfully receive the waste

No

Should your organisation be found to be involved with transporting of waste outside of NSW for disposal (and if your facility is not located near a State or Territory border), at any point throughout the life of your grant, the grant will be terminated immediately and all grant funding will have to be repaid to the Environmental Trust.

6. Has your organisation already ordered or purchased any of the equipment or infrastructure, or commissioned any building, installation or earthworks, which are the subject of 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**.

7. Does your project predominantly (minimum 80%) address waste plastics, paper/cardboard (including liquid paperboard) or tyres?

If you have answered no to the above, your project is **not eligible for funding**.

8. Are you able to demonstrate that your project will trial processes, methodologies or equipment to increase capacity to process (for lawful recovery) or reuse waste plastics, paper/cardboard or tyres once the export of that material is banned?

If you have answered no to the above, your project is **not eligible for funding**.

9. Is your project an energy from waste project? (see [Stream 2 Guidelines for Applicants](#) 'Projects that will not be funded' for further information).

If you have answered yes to the above, your project is **not eligible for funding**.

10. Is your project aimed at education or research and development only?

If you have answered yes to the above, your project is **not eligible for funding**.

Eligibility

11. Will your project produce documents only, and not deliver any trial or infrastructure (e.g. will it only produce desktop research, scoping documentation, business case development, designs or educational programs)?

If you have answered yes to the above, your project is **not eligible** for funding.

12. Would the project go ahead without funding from this program?

- Yes, the project is already scheduled
- Yes, but it would commence later
- Yes, but it would be different
- No, the project would not go ahead

If you have answered 'Yes, the project is already scheduled' to the above question, your project is **not eligible** for funding.

Please read [Stream 2 Application Guidelines](#) for other eligibility requirements including items that can be funded.

Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Friday 11 March 2022** via email to: **apply@environmentaltrust.nsw.gov.au**.

You must read the separate [Stream 2 Guidelines for Applicants](#) (under Guidelines and forms) **before** completing your application.

1. Application details.

Applicant organisation name	
Project title	
Funding amount requested	(between \$50,000 and \$1 million)

Project start date:

Project end date:

Note: earliest project start date is approximately June 2022.

Note: projects should aim to be completed by 30 June 2024

2. Project category.

Which of the following best describes your project?

- Trial of sorting/processing improvements
- Reprocessing trial
- Trial of manufacture of products using waste plastics, paper/cardboard (including liquid paperboard), or tyres
- Trialling supply and use of waste plastics, paper/cardboard (including liquid paperboard), or tyres in construction projects
- Other (please specify):

3. Type of waste to be processed by your trial (select all relevant types).

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

For the materials you have listed above, please provide additional detail such as polymer types, types of tyres (passenger, bus/truck, aviation and OTR), liquid paperboard, etc.

4. Provide a 100-word maximum summary of your project. This summary will be used to promote your project by the Australian Government, Environmental Trust and NSW EPA and in media releases and on websites should your application be successful.

5. Project location.

Name of site

Address

Suburb/Town State Post code

Does your organisation own this site? Yes No Date of purchase

If no, provide leasing arrangements including lease term, site owner details and any restrictions on capital improvements. Please provide a copy of the lease if available in your supporting documents.

6. State electorate and local government area.

Primary area This must be the local government and state electorate for the proposed project site address. Use the links below to select the correct council and state electorate.

Local government area [What is my local council](#)

State electorate [What is my state electorate](#)

Federal electorate [What is my federal electorate](#)

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

Local government area	State electorate	Federal electorate
<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>
<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>
<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>	<input style="width: 260px; height: 20px;" type="text"/>

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

Latitude (decimal degrees) **Longitude** (decimal degrees)

7. Applicant contact details.

The application must be submitted by the lead organisation running the trial. Applications will not be accepted from third parties.

Organisation	<input type="text"/>		
ABN	<input type="text"/>	Registered for GST	
Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>

Primary contact

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

Secondary contact (senior officer or office-bearer)

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

8. Management structure.

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

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

9. Contact details for partners or grant administrators (if applicable).

An MOU or letter from each partner confirming participation, roles, responsibilities and funding contributions must be supplied with this application.

Contact Person	<input type="text"/>	Position	<input type="text"/>
Organisation 1	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<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"/>	Position	<input type="text"/>
Organisation 2	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<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"/>	Position	<input type="text"/>
Organisation 3	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<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"/>	Position	<input type="text"/>
Organisation 4	<input type="text"/>		
ABN	<input type="text"/>	Email	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb/Town	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>

10. Has your organisation previously received Australian Government, NSW Environmental Trust, EPA, Office of Environment and Heritage (OEH) or Department of Planning, Industry and Environment (DPIE) funding?

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

11. Insurance.

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

Type	Insurance provider	Policy number	Coverage	Expiry date
Public Liability				
Workers Compensation				
Volunteer insurance (if applicable)				

Please include copies of your certificates of currency with application support documents.

Project milestones

12. Payment and milestone schedule.

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

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants must be between \$50,000 and \$1,000,000.

The first instalment amount must be 10 per cent of the total amount requested, the second, third and fourth instalments should each be 20 per cent; and the final instalment should be 30 per cent. Milestone 1 should be due approximately June 2022.

Milestone	Milestone date	Instalment amount \$	Types of evidence of milestone achievement
Milestone 1 Signing of Grant Agreement			Milestone 1 Report including the following: <ul style="list-style-type: none"> Signed Grant Agreement Any documents required as a special condition Project measures report (initial projections) Tax invoice to the Trust for the instalment amount and GST if appropriate
Milestone 2 Trial design and detailed costing, ordering equipment, planning consent and EPL obtained if required.			Milestone 2 Report including the following: <ul style="list-style-type: none"> Project measures report (showing progress) Statement of Expenditure (showing progress) Copies of tax invoices/quotes and receipts from service providers, suppliers, contractors Copies of trial design drawings (if not previously provided/changed from time of application) An updated budget and list of project expenses, if required (using the template provided by the Trust) Planning and investigations complete (detailed design, planning and approvals, and ordering equipment) Environment protection licence, if required Planning approvals obtained, if required Copies of supplier/order documentation (agreements/letters of engagement/purchase orders) Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate
Milestone 3 Trial establishment.			Milestone 3 Report including the following: <ul style="list-style-type: none"> Project measures report (showing progress) Statement of Expenditure (showing progress) Copies of paid tax invoices and receipts from service providers, suppliers, contractors Evidence of trial progress e.g. photos/videos Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate
Milestone 4 Trial completion.			Milestone 4 Report including the following: <ul style="list-style-type: none"> Project measures report (showing progress) Statement of Expenditure (showing progress) Copies of paid tax invoices and receipts from service providers, suppliers, contractors Record of site visit by EPA/Environmental Trust Evidence of completion of trial (e.g. photos, videos, media releases) Tax invoice to Trust for the instalment amount with grant reference number and GST if appropriate
Final Report Evaluation.			Final Evaluation Report including the following: <ul style="list-style-type: none"> Project measures report (final) Independently audited Statement of Expenditure (final) Copies of final tax invoices and receipts for all service providers, suppliers, contractors Evidence of trials success or failure, including comparison with outcomes described in application form Case study Tax invoice to Trust for the final instalment amount with grant reference number with GST if appropriate
Total funding requested			Total funding must be the same as the amount in your submitted budget form

13. Please provide an overview of your project (one-page max). Include an explanation of why the project is needed and a description of the intended outcomes of the project.

20%

Criterion 1: The trial project will improve NSW circular economy outcomes by addressing critical gaps and barriers in the processing and use of waste plastic, paper/cardboard (including liquid paperboard) or tyres.

14. How many tonnes of waste plastic, paper/cardboard (including liquid paperboard), or tyres are you aiming to process or use in your trial project? (leave rows blank if not applicable)

Year	Tonnes per annum	Material

15. Please provide a percentage breakdown of the state/s from which your waste export ban materials will come.

NSW

Other states

16. How will your trial address critical gaps and barriers in the processing and use of the targeted waste export ban materials? E.g. increased quantity, quality, recovery rates (or efficiencies) for the targeted waste export ban materials

17. Describe how your project will contribute to the growth of the circular economy in NSW.

For instance:

- have you mapped the journey of your target materials across the supply chain?
- will your project link back to manufacturers or provide learnings to manufacturers?

18. What new or improved products, services, processes, technologies or markets may result from your trial project?

19. How will your trial preserve or create maximum value from the materials being recovered or processed?

20. Will your trial increase the supply of quality recycled materials available for re-use? If so, how?

15% Criterion 2: The process, technology or activity being trialled is well understood by the applicant and represents a suitable way to process, reuse or recover the target materials.

21. Describe the process, technology or activity that you will trial.

Note: If available, please include feasibility designs and quotes as attachments.

22. What evidence do you have that the proposed technology and methodology is a proven, suitable and effective way of managing the target materials? This may include overseas examples if local examples are not available.

For example, results of similar trials, outcomes of earlier research and development and proof that sufficient research and development has been done to ensure the trial activity is feasible

23. What other NSW based processing or use options are there for the materials you are targeting? Why does your trial represent a better or different opportunity for these materials?

24. Describe any relevant specifications or exemptions that your trial project aims to meet. Does your project aim to help develop new specifications or exemptions for recycled products? This may include resource recovery orders and exemptions.

25. Describe how the proposed location is suitable for the trial project.

Note: Please consider:

- other facilities servicing the region and material type
- supply and demand of the material

15% Criterion 3: If the trial is successful there is a high probability that the process, technology or activities trialled will be commercialised and become business-as-usual for the applicant, partner organisations and/or other industry bodies within NSW.

26. If your trial is successful, what are the next steps your organisation and partner organisations will take to achieve commercialisation or to scale up operations?

27. Please describe what funding mechanisms will be activated by the successful completion of the trial, or will be required, so that your activities can be commercialised and/or scaled up.

For example:

- Do you plan to apply for future government funding to broaden the project activities? If so, please provide an indicative amount of additional government funding required for commercialisation or scale up.
- Do partner organisations have sufficient capital, or the ability to borrow capital, to invest in scaling up of activities? If so, please provide detail on who will provide what (cash and in-kind). Letters of support or Memorandums of Understanding will strengthen your application.
- Will the trial project provide evidence/assurances/certainty about the proposed activities to help you secure external investors?

28. How will you source an adequate supply of the targeted waste export ban materials? Include evidence that materials can be obtained at suitable cost to your organisation.

30. If your trial project is successful, what barriers do you foresee for commercialisation of the trialled activities?

Please include in your response:

- Whether your trial addresses or reduces barriers to commercialisation.
- What activities you will undertake following the trial to address any barriers to commercialisation.

15% Criterion 4: There is strong evidence that the project team and project partners can deliver the project to a high standard and on time.

31. Who are the key members of your project team, including representatives from project partners, and how will they contribute to the successful implementation of the trial?

Please include brief CVs (2 pages maximum) for each key project team member as part of supporting documents.

Name	Organisation	Role	Contribution to the project

32. Who are the secondary members of your project team, including representatives from project partners, and how will they contribute to the successful implementation of the trial?

Note: You do not need to provide CVs for these team members.

Name	Organisation	Role	Contribution to the project

33. Describe how the skills and ability of the project team will ensure the trial will be delivered to a high standard and on time.

34. Describe how your organisation and partner organisations resources will contribute to the successful delivery of the trial. This may include personnel, facilities, existing assets, organisational capacity, etc.

35. What do you see as the risks and barriers to the successful completion of the trial? How will you minimise the risks and barriers identified?

36. How will your trial be monitored and evaluated? How will you report on successes and failures?

37. How will you publicly share knowledge and information about your trial and its outcomes?

You will be required to consent to the Australian Government, Environmental Trust and EPA producing case studies and media releases on the progress and outcomes of your trial.

38. Please provide evidence of satisfactory performance in previous government funding programs including Waste Less Recycle More programs and other Australian and NSW government funding programs, if relevant.

Note: Previous grant performance will be reviewed and considered.

15% Criterion 5: The project demonstrates financial viability and represents good value for money for the NSW and Commonwealth governments.

39. Please provide evidence that your organisation and/or project partners have the financial means to complete the trial and related administrative work by the required date.

Please include:

- the amount of funding sought
- the amount of your contribution (including from project partners)
- the expected outcomes of the trial

Note: Commercially sound projects that seek to maximise public benefit (e.g. diversion of waste from landfill and other environmental benefits, and new job creation) will be favourably considered.

Application budget

- The [Application Budget](#) is an Excel spreadsheet which must be downloaded from the website.
- The completed budget form must be submitted with the application form. **DO NOT PDF.**

Cost-benefit analysis and financial analysis

- The [cost-benefit and financial analysis](#) form is an Excel spreadsheet which must be downloaded from the Trust website.
- The cost-benefit and financial analysis must be completed and submitted with the application form as an Excel document. **DO NOT PDF.**
- For further guidance on preparing a cost-benefit analysis, applicants should refer to the [NSW Government Guide to Cost-Benefit Analysis](#)
- Applicants may consider applying to the EPA Application Advisory Service (AAS) for assistance in preparing the cost-benefit and financial analysis and other aspects of the application. Please see Stream 2 Application Guidelines.

40. Funding from other sources.

List any other grants or funding the applicant organisation and partners listed in this application have/will receive relating to this project, that the Australian Government, Environmental Trust, EPA and/or any other government agencies, third party organisation, financial institution have/will issue.

Note: This grant will fund additional work but will not fund work that should have been completed as part of agreed commitments under programs run by this or other organisations.

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

41. Councils eligible for Special Consideration to reduce co-contribution

Has the EPA confirmed in writing that you are eligible for a reduced co-contribution as part of the Special Consideration process?

- Yes
- No

10% Criterion 6: The project will comply with relevant planning instruments, environment protection licensing and regulatory instruments.

42. Provide evidence that you have considered all planning and/or regulatory approvals that may be required for your trial. Please outline the likely timeframes for approval. To strengthen your application, please provide evidence of any discussions with the relevant planning/regulatory authority regarding the proposed trial.

43. Will you need to apply for an Environment Protection Licence (EPL) or an amendment to your existing EPL in order to undertake your trial?

- Not applicable Please provide details on why not below.
- Yes Describe below what consultation has been done with the EPA and your local council regarding your EPL. What changes will you need to make to the activities taking place on the site (e.g. storage or processing of waste, types of materials and quantities)? What is the likely timeframe for licence approval/amendment?
- No If there is an existing EPL in place for the facility where the trial will be located, please provide details of licence numbers and list the waste material types and quantities currently licensed to be stored or processed.

44. Legislative compliance history.

In the last 5 years has the lead organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW Environment Protection laws including, but not limited to, *Biodiversity Conservation Act 2016*, *Protection of the Environment Operations Act 1997* (POEO Act), and the Protection of the Environment Operations (Waste) Regulation 2014 (POEO Waste Regulation)?

Yes No

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

Based on past compliance history, explain why you believe this should not prevent this project from obtaining grant funding.

45. Compliance history of organisation directors.

In the last 5 years, have any of the lead organisation's Directors been a Director of another organisation in receipt of any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under a provision of any environment protection legislation or other relevant legislation?

Yes No

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

Based on past compliance history, explain why you believe this should not prevent this project from obtaining grant funding.

46. Compliance history of project partners

In the last 5 years, have any alliance/partner organisations involved in the project received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under a provision of any environment protection legislation or other relevant legislation?

Yes No

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

Based on past compliance history, explain why you believe this should not prevent this project from obtaining grant funding.

47. Waste activities compliance

In the last 5 years, have you or any alliance/partner organisation involved in the project contravened any provision 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, 144AB and 211 of the POEO Act or Part 2 of the POEO Waste Regulation 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 includes incorrect or inadequate recording and reporting and the provision of false or misleading information about waste.

Yes No

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

Based on past compliance history, explain why you believe this should not prevent this project from obtaining grant funding.

48. If relevant, list any resource recovery exemption standards, orders and/or specifications your products will be required to meet.

Product description	Tonnage per annum	Product application	Status of regulatory compliance

10% Criterion 7: The project will have positive impacts for the NSW environment and community.

49. Explain how the trial aligns with relevant sustainability policies and strategies, for instance the National Waste Policy Action Plan, NSW Circular Economy Policy Statement, Net Zero Plan NSW, NSW Plastics Action Plan and NSW Waste and Sustainable Materials Strategy 2041? What other environmental benefits will the project bring to NSW (including non-market costs and benefits)?

50. What are the social benefits of your trial?

51. How will the trial address NSW's regional and remote area waste challenges? If not relevant to your project, please write N/A.

52. Complete the following project measures – the information will be used to estimate the expected impacts of your project.

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

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education participation	SC3	Consultants/contractors engaged using Trust Funds	The number of individual people working as contractors and/or consultants that are funded using the Trust grant funds.	Number of individuals	
			Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Combined hours contributed	
	SC4	People employed not using Trust funds. (FTE) Mandatory Measure	The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff.	Number of individuals	
			The total combined hours of non-Trust funded staff that were contributed to the project.	Combined hours contributed	
	SC10	Training sessions conducted	This can include training sessions, seminars, workshops and conferences delivered that are focused on teaching skills to the participants. It excludes field days, festivals, cultural events, and meetings that are primarily aimed at raising awareness. If your project records against this project measure, you must also report on SC12.	Number	
SC12	People trained	The number of people trained in training activities captured under project measure SC10	Number		
Research	R1	Innovative technologies or methods as a result of the research	The number of new technologies developed or new methods or approaches to previously known work including production or development and testing of new ideas or theories. This may include development of models to assess known environmental issues.	Number	
	R2	Technical or scientific conferences at which the research is to be presented	Formal technical or scientific conferences at which the research, including the aims methodology and/or findings are presented.	Number	
	R3	Other events that will result in presentation of the research	Activities that would contribute towards this project measure include: <ul style="list-style-type: none"> • Workshops • General field days • Meetings. 	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
			It excludes conference presentations which are reported under project measure R2.		
	R5	Publications developed	<p>Items to include:</p> <ul style="list-style-type: none"> • Published research papers and articles • Professional Reports • 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>(Please count each resource only once, do not provide data for example on number of brochures printed)</p>	Number	
Research	R11	Number of post graduate students involved	The number of post graduate students that contribute to the project. This project measure excludes those identified as part of project measure SC3 and SC4.	Number	
		Number of post graduate student hours contributed	The total combined hours contributed to the project by post graduate students.	Combined hours contributed	
	R15	Primary Investigation Focus Mandatory Measure	Describe the primary focus of the research in a few words - that is the environmental issue your research project is addressing	Free text description	
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 per annum	
	RC8	Paper/cardboard materials diverted from waste through recycling	This project measure refers to the total amount of paper and cardboard materials diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC9	Wood/timber diverted from waste through recycling	This project measure refers to the total amount of wood/timber diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC10	Plastics diverted from waste through recycling	This project measure refers to the total amount of plastics diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC12	Metals diverted from waste through recycling	This project measure refers to the total amount of metal diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC13	Other materials diverted from waste through recycling	This project measure refers to the total amount of other materials diverted from land fill through dedicated collection and recycling.	Tonnes per annum	
	RC14	Materials diverted to refuse derived fuel	This project measure refers to the total amount of recycling by-product material that has been used to generate energy as a refuse derived fuel.	Tonnes per annum	

Category	Code	Project measure	Definition	Unit of measurement	Projection
Economic	EC1	Funding spent with NSW Suppliers (\$) Mandatory Measure	This measure is related to the amount of grant funding spent within NSW on NSW businesses/suppliers.	Dollars	
	EC2	Additional Turnover (\$/yr) Mandatory Measure	This measure relates to the additional turnover in dollars resulting from the grant funding.	Dollars	
	EC5	Other cash contributed to the project (\$) Mandatory Measure	This measure reports the total of cash contributions that are directly made to this project but come from sources other than the Trust, such as partners, community groups, donors, grantee organisation, etc This information should come from your project budget.	Dollars	
	EC6	Total amount of in-kind support contributed (\$) Mandatory Measure	This measure captures the other support made to this project by way of in-kind contributions, it could include non-Trust funded salary equivalents, services, materials, venue access, vehicles use, etc. This information should come from your project budget.	Dollars	
	EC7	New ongoing jobs created Mandatory Measure	Estimate the number individuals employed in new ongoing jobs created as a result of the project. These continuing jobs may be part time or full time. Report each new job only once, and do not include short term, temporary positions. Estimate the combined total of hours worked per week for these new ongoing jobs.	Number Combined hours worked per week	

Conflict of interest

53. Declare and detail any real, potential or perceived conflict of interest of which you may be aware. This can relate to land ownership, salary and/or contractor payments and selection. Please outline how you will minimise or manage these risks.

Third party assistance

54. Third party assistance. List all parties who have contributed to the preparation of this application.

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

Authorisations

Include the names of two senior office-bearers in your organisation (e.g. General Manager, Chairperson, Managing Director, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

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 be undertaken by the Environmental Trust and appropriate legal action taken if warranted.

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Signature

Name

Title/position

Organisation

Email

Phone

Mobile

Date

Signature

Application submission

It is important that you read all sections of the [Stream 2 Guidelines for Applicants](#), particularly those sections covering the objectives of the program, eligibility and assessment criteria.

Please refer to the submission process set out below before submitting your application.

Answer all questions in the 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 Application Budget spreadsheet as an Excel form. **DO NOT PDF.** Do not include ineligible items in your grant budget (any ineligible items will be removed, and the project budget adjusted accordingly).
- Submit Cost-benefit and Financial Analysis as an Excel form. **DO NOT PDF.**
- Ensure the information in your application is approved and the application signed by the appropriately authorised people.
- Attach all required supporting information. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant pages.
- Do not ZIP** your application.
- The Application Form must be sent as the PDF smart form. 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. Include all relevant attachments and email to apply@environmentaltrust.nsw.gov.au
- Email subject line must use this format: Organisation Name – Remanufacture Stream 2. Only one application per email. If more than one application is being submitted, number each email accordingly, i.e. adding Application 1, Application 2 etc. after 'Stream 2'.
- Emailed applications cannot exceed 40MB including all attachments. If you have multiple documents and attachments exceeding 40MB, please split the application into several emails.

Document naming

Applicants must adhere to the naming conventions for submitting the following documents:

- | | |
|---------------------------------------|---|
| • Application Form | 01 Grant Application |
| • Application Budget | 02 Grant Application Budget |
| • Cost-benefit and Financial Analysis | 03 Cost Benefit and Financial Analysis |
| • Supporting Documents | Each supporting document named to describe its contents |

Supporting documents

The following documents may be submitted in support of your application. Attachments exceeding the listed maximum number of pages should not be sent and will not be forwarded to the Technical Review Committee. Please only include supporting documents that will assist in the assessment of your application.

Examples of supporting documents	Maximum number of pages
Research paper or test results of technology or methodology proposed in the project	15
Case studies of same or similar technology or methodology in application	5
Detailed project plan	10
Feasibility design including flow or system diagrams	10
Written testimonials or letters of support from project partners/stakeholders	20 (combined total)
CV's of key individuals involved with the program	2 (per person)
Insurance and public liability certificate of currency	1 (each)
Quotes	5 (each)
Relevant maps, e.g. zoning	1
Evidence of consultation on planning development if applicable	1
Evidence of consultation on Environment Protection Licence requirements	1
Other supporting documents	10

Please list the supporting documents submitted with your application and explain their relevance. Please use concise document names.

Document name	File type	Number of pages	Relevance

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

Telephone (02) 9995 6179, (02) 9995 6920 or (02) 9995 5596
 Email: infrastructure.grants@epa.nsw.gov.au

Late or incomplete applications will not be accepted.

Feedback

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

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

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

2. Time taken to complete the Trust application form.

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

3. Difficulty of completing the application.

Very easy Easy Moderate Difficult Very difficult

4. EPA Application Advisory Service (AAS) application form.

Very easy Easy Moderate Difficult Very difficult

5. Assistance from others

Consultant (please specify)

Other (please specify)

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

EPA Trust Webinar Workshops

Other (please specify)

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7. Where did you hear about this program?

Newspaper advert Email from the Trust Trust's website Web search

Colleague/other contact Specialist/professional network Other (specify below)

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