Waste Less, Recycle More

Organics Infrastructure (Large and Small) Grants Program

Stream 3: Food Donation

Application Form

Closing date: 3pm Thursday, 29 August 2019

How to complete this form

- Answer all the questions in this application form.

- Type only in the spaces provided. The boxes provided for responses are a set size and will not expand to accommodate additional text.

- To complete this form, you must have the latest Adobe Reader installed, visit the Adobe website to ensure you have the latest version.

- **Do not use Acrobat Pro** as it will not work properly, and you will lose any data that you have entered onto the form. **You must use Adobe Reader**.

- Incomplete or ineligible applications will not be considered.

- All completed applications (Part A) must include the following:

  - Application Budget (Part B) as an Excel Spreadsheet
  - Project Plan (Part C) as a Word document.

- Submit your completed application with all relevant attachments by the closing time and date: **3pm Thursday, 29 August 2019.**

Enquiries

Application assistance	General program or project assistance
NSW Environmental Trust	NSW Environment Protection Authority
Phone: (02) 8837 6093 Email: waste.recycling@environmentaltrust.nsw.gov.au	Phone: (02) 9995 6876 Email: organics.recycling@epa.nsw.gov.au

Eligibility

Conditions of eligibility:

Read the eligibility section in the Guidelines for Applicants.

1. Is your organisation a not-for-profit organisation?

    Only **not-for-profit organisations** with an established legal status are eligible to apply and must comply with the ATO's definition.

    If you are not a not-for-profit organisation, you are 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 transport of waste (which has been generated in NSW) out of NSW for recycling or disposal?

    ☐ Yes

    ☐ Yes, but exemption received

    ☐ Yes, but applying for an exemption

    ☐ No

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

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

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

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

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

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

Background

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

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

1. Application details

Applicant organisation name	
Project title	
Funding amount requested	

Start date: [   ] End date: [   ]

2. Provide a 100-word maximum summary of your project. This summary will be used to promote your project on the Environmental Trust website and in media releases should your application be successful.

3. Site location

Name of site [   ]

Address [   ]

Suburb [   ] State [   ] Post code [   ]

Does your organisation own this site? ☐ Yes ☐ No   If no, provide leasing arrangements

4. State electorate and local government area

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

Local government area [   ]   What is my local council

State electorate [   ]   What is my state electorate

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

Local government area	State electorate

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

Latitude (decimal degrees) [   ]   **Longitude** (decimal degrees) [   ]

5.   Applicant contact details

Organisation [   ]

ABN [   ]   Registered for GST

Postal Address [   ]

Suburb [   ]   State [   ]   Post code [   ]

Primary contact

Title [   ]   First name [   ]   Surname [   ]

Position [   ]

Phone [   ]   Mobile [   ]

Email [   ]

Secondary contact (senior officer or office-bearer)

Title [   ]   First name [   ]   Surname [   ]

Position [   ]

Phone [   ]   Mobile [   ]

Email [   ]

6.   Management structure

	Name	Position title
Management details – provide details of the senior management		

Number of years trading [   ]   Years under current executive [   ]

Full-time employees [   ]   Total full-time equivalent (e.g. part-time, and volunteers) [   ]

7. Contact details for partners or grant administrator (if applicable)

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

Contact Person	
Organisation 1	

ABN		Email	

Postal Address	

Suburb		State		Post code	

Phone		Mobile	

Contact Person	
Organisation 2	

ABN		Email	

Postal Address	

Suburb		State		Post code	

Phone		Mobile	

Contact Person	
Organisation 3	

ABN		Email	

Postal Address	

Suburb		State		Post code	

Phone		Mobile	

Contact Person	
Organisation 4	

ABN		Email	

Postal Address	

Suburb		State		Post code	

Phone		Mobile	

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

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

9.	Insurance.

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

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

Licensing and compliance history under NSW Environment Protection laws

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

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

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

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

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

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

The dates of the contraventions

The sections or clauses contravened

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

The nature of the contraventions

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

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

Project milestones

13.   Payment and milestone schedule.

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

Provide the amount you are seeking from the Trust in the 'total funding requested' box. Grants should be between $10,000 and $500,000.

The first instalment amount must be 50 percent of your total funding amount requested, the second instalment 40 percent, and the final instalment 10 percent. Milestone 1 should be approximately December 2019.

Milestone	Milestone date	Instalment amount $	Types of evidence of milestone achievement
Milestone 1 Signing of Deed/Letter of Agreement			**Milestone 1 Report** *including the following:* • signed Deed/Letter of Agreement • any documents required as a special condition • Project measures report (initial projections) • tax invoice to the Trust for the instalment amount with GST if appropriate
Milestone 2 Equipment purchased			**Milestone 2 Report** *including the following:* • Project measures report (progress) • Statement of Expenditure (progress) • copies of tax invoices/quotes/order confirmations from service providers, suppliers, contractors • documentation supporting purchase (e.g. photos, videos) • tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST if appropriate
Final Report Project completion and final report			**Final Evaluation Report** *including the following:* • Project measures report (final) • Statement of Expenditure (final) • Six-month post implementation report • copies of final tax invoices from providers, suppliers, contractors • documentation supporting completion of project (e.g. photos, videos, media releases) • tax invoice to the NSW Environmental Trust for the instalment amount (shown in third column) with GST if appropriate
Total funding requested			Total funding must equal/be the same as the amount in your submitted budget form

Criterion 1: Diversion of food waste from landfill

14. When fully operational, how many **additional** tonnes per year of food will be diverted from landfill?

Additional tonnes per year of food diverted

15. Describe and list the types of food you intend to recover and their sources.

Source of tonnage		Current tonnage per annum	Additional tonnage per annum	Total tonnage per annum	Comments
Example	*Local cafes*	*5*	*0*	*5*	*Cafes such as the Café Name already donating their leftovers*
	Service clubs	*0*	*10*	*10*	*The local bowling club has expressed interest and donating prepared meals and pasta sauces*
Total					

16. Detail the logistics of the surplus food from the first stage in the supply chain – the donors - to the end consumers/recipients

17. Provide information on the expected recipients of the donated food and describe any other food relief services that currently exist in the geographical area of your project.

Criterion 2: Technical and regulatory analysis

18. List the infrastructure and equipment you intend to purchase, and what it will be used for.

19. Describe how the new infrastructure will enable you to manage additional tonnages of food donations.

20. Describe the analysis that has been undertaken in selecting this specific infrastructure and equipment.

21. Describe the operational life-span of the infrastructure and equipment.

22. Describe your organisation's formal management systems for quality, environmental management and Work Health Safety.

23. Describe the licencing and approvals needed for your project, and steps you have taken to obtain the necessary approvals.

24. Describe any existing reputation/relationships with stakeholders or experience in similar projects.

Criterion 3: Value for money and project impacts

25. Explain why this proposal would not go ahead in the-near-future without the grant.

26. Resources from other sources.

List any other grants or payments you (the applicant and partners listed in this application) have or will receive relating to this project from the Environmental Trust, NSW EPA and/or other state or commonwealth agencies.

Note: This grant will fund additional work but will not fund work that should have been undertaken as part of agreed commitments or existing programs run by partners.

Funding payment source	Agency providing the funding/payment	Amount of funding payment $	Describe the relationship with this project

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

28. Calculate grant funding request per tonne (per annum).

Cost per additional tonnes per year of food diverted ($/t)

Part B: Application budget

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

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

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

29. Project measures table.

Category	Code	Project measure	Definition	Unit of measurement	Projection
Stakeholder and community education and participation (the people)	SC3	Consultants/contractors engaged using Trust funds	The number of contractors and consultants that are funded using the Trust grant funds. This project measure excludes individuals recorded under SC2. Total hours contributed by those contractors/consultants that are funded directly from the Trust grant.	Number of individuals	
				Combined hours contributed	
	SC4	People employed NOT using Trust funds (**Mandatory**)	The number of non-Trust funded staff that contribute to the project, for example council staff or staff employed by other organisations. Non-Trust funded staff primarily refers to in-kind contributions from paid staff. The total combined hours of non-Trust funded staff that were contributed to the project.	Number of individuals	
				Combined hours contributed	
	SC5	Volunteers involved	The number of individual volunteers that contribute to the project. This project measure excludes those already identified as part of project measure SC2, SC3 and SC4 as well as SC6, SC7 and SC8. The total combined hours contributed to the project by volunteers.	Number of individuals	
				Combined hours contributed	
	SC10	Training sessions conducted	This can include: - training sessions - seminars - workshops - conferences It excludes field days, festivals, cultural events, and meetings that are primarily aimed at raising awareness. These are to be captured under SC13. If your project records against this project measure, you must also report on SC12.	Number	
	SC12	People trained	The number of people trained or who attended activities associated with project measures SC10.	Number	
	SC13	Awareness raising events	Activities that would contribute towards this project measure include: - Attending and providing a display for festivals, shows, field days, celebrations, cultural event, meetings and conferences - Partial sponsorship of workshops, general field days, festivals,	Number	

Category	Code	Project measure	Definition	Unit of measurement	Projection
			conferences, cultural events, meetings and conferences It excludes training workshops, study tours, cultural events, meetings and conferences that are primarily aimed at training or skill enhancement which are to be captured under SC10.		
	SC14	Attendees at awareness raising events	Provide the total number of attendees at awareness raising events conducted as part of the project through activities associated with SC13.	Number	
	SC15	Educational products/resources developed	Items to include: • 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. **Note:** Count each resource only once, do not provide data for example on number of brochures printed.	Number	
	SC16	Individuals potentially reached (**Mandatory**)	Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers, newspaper distribution numbers etc.) where you intend to publish/promote your work.	Number	
Resource Conservation	RC7	Built capacity to divert waste from landfill	The tonnage per annum that the infrastructure will be able to process on commissioning.	Tonnes	
Resource Conservation	RC16	Additional business or commercial and industrial organics diverted	This measure refers to the amount of additional business or commercial and industrial organics being diverted from landfill.	Tonnes	
Economic	EC1	Funding spent with NSW Suppliers ($) (**Mandatory**)	This measure is related to the amount of grant funding spent with NSW businesses/suppliers.	Dollars	
Economic	EC5	Other cash contributed to the project ($) (**Mandatory**)	This measure reports the total of cash contributions that are directly made to this project for eligible items but come from sources other than the Trust. It could include contributions from partners, community groups, donors, grantee organisation, etc. This information should come from your project budget.	Dollars	
Economic	EC6	Total amount of in-kind support contributed ($) (**Mandatory**)	This measure captures the other support made to this project by way of in-kind contributions for eligible items. This information should come from your project budget.	Dollars	

Projected waste diversion							
Organics diverted from landfill (tonnes)	Year 1		Year 2		Year 3		Total
	Jan – June	July – Dec	Jan – June	July – Dec	Jan – June	July – Dec	
Existing tonnes of food diverted from landfill							
Additional tonnes of food diverted from landfill							
Estimated number of additional **meals** provided							

30.	Have you previously been involved in the EPA Food Donation Education grant program as grantee or project stakeholder?

☐   Yes   ☐   No   If yes, please describe how your food donation education grant project has informed this infrastructure grant application.

If relevant, please attach any final or draft food donation education report or study to this infrastructure application to further support your application.

Part C: Project Plan

- This part of the application is a separate Word document that can be downloaded from the website.
- This form must be completed and submitted with the application form.
- **DO NOT PDF-** the project plan form is to be submitted in Word format only.

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

- Sustainability/environmental
- Economic
- Social

32. Declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments or selection.

33. Community Benefit: Detail how this project will specifically benefit its local community and the broader NSW community.

Local community

Broader NSW

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

Name of third party	Type of assistance	Cost	Aspect of application

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

What happens if I supply false or misleading information?

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

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

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

Name	

Title/position	

Organisation	

Email	

Phone		Mobile		Date	

Name	

Title/position	

Organisation	

Email	

Phone		Mobile		Date	

Enquiries

NSW Environmental Trust

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

NSW Environment Protection Authority

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

Feedback

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

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

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

2.	Time taken to complete the Trust application form

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

3.	Difficulty completing the application

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

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

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

5.	Assistance from others

Consultant (please specify)

Other (please specify)

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

☐ EPA ☐ Trust ☐ Webinar ☐ Workshops

Other (please specify)

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)

Application submission

It is important that you read all sections of the Guidelines for Applicants, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

<p style="text-align:center;color:#993333;">Please refer to the submission process set-out below before submitting your application.</p>

Answer all questions in Part A: Application Form.

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

- ☐ Submit Part B: Application Budget spreadsheet. Do not include ineligible items in your grant budget.

- ☐ Submit Part C: Project Plan.

- ☐ Ensure the detail in your application is approved 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.

- ☐ The Budget must be sent as an Excel spreadsheet, and the Project Plan as a Word document - DO NOT PDF. See below for document naming convention.

- ☐ Additional attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc after the 'Stream 3'.

- ☐ Submit your entire application by email only. Ensure to include all relevant attachments and send all documents to waste.recycling@environmentaltrust.nsw.gov.au

- ☐ Email subject line must use this format: Organisation Name – OI Stream 3. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after 'Stream 3'.

- ☐ Emailed applications cannot exceed 20MB including all attachments. If you have multiple documents and attachments exceeding 20MB, it is preferred if you can send the documents in a few emails.

Document naming

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

- Application Form   01 Grant Application
- Application Budget   02 Grant Application Budget
- Project Plan   03 Project Plan
- Project Timeline   04 Project Timeline

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