Waste Less, Recycle More

Organics Infrastructure (Large and Small) Grants Program

Stream 3: Food Donation

Guidelines for Applicants

Closing date: 3pm Thursday, 29 August 2019

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 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 their overall outcomes. The Trust is responsible for the funding and 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 businesses in NSW. The successful diversion and reuse of this organic waste is critical to achieving the NSW Government's 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 supports the purchase of 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 to process 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 to 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, 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 3 Food Donation grants only. Refer to separate guidelines and applications forms for the other Organics Infrastructure (Large and Small) grants program streams.

The Trust reserves the right at its sole and absolute discretion and at any time, to change the eligibility and selection criteria for this program. Current eligibility and selection criteria for the fund are described by this document.

Stream 3 Food Donation

This stream provides funding for infrastructure to assist new or enhanced donation, storage, and redistribution of surplus food from businesses and institutions to people in need, where the unwanted food currently goes to landfill.

This funding is not available to purchase equipment for collection, storage and distribution of food that is already being rescued.

Note: Agricultural and primary industry wastes are not eligible for this program unless they are currently transported from where they are generated to an offsite waste management facility or landfill.

Projects are expected to have the equipment purchased and operational by 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 **not-for-profit organisations only**. Not-for-profit organisations incorporated under the Section 111K of the Corporations Act 2001 must provide proof of their non-profit status.

Note: All applicants must comply with the ATO's definition of a not-for-profit organisation. All applicants must also be legally constituted entities and organisations, not individuals or sole traders.

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.

Nominating an administrator

One organisation must be appointed as the applicant who will administer the grant. Not-for-profit organisations can nominate another organisation to sign the Deed of Agreement, administer the grant on their behalf and prepare the milestone and financial reports. The organisation administering the grant must be a legal entity. An agreement should be reached between the organisations involved in relation to project management. This agreement must be demonstrated in the 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

Applicants may 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 any ongoing 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.

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.

- 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 may highlight that you will need longer timeframes to gain approvals if this was a major cause of project delay.

- **Submit projects that will be substantially completed by 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 of any other Australian State or Territory may 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 $10,000 and $500,000 are available, covering up to 90 per cent of the capital costs relating to new infrastructure and equipment to collect, store and redistribute surplus food.

The How to Apply for a Food Donation grant video gives an overview of the documents to include in your application.

What will be funded?

Contributions to a range of built infrastructure and equipment are eligible, if the applicant can demonstrate that the infrastructure and equipment contributes to increased capacity to collect, store and redistribute surplus food from businesses to people in need. The applicant must also demonstrate that the surplus food would have been sent to landfill due to lack or limitations of infrastructure or equipment.

Examples of infrastructure and equipment eligible for this funding include, but are not limited to:

- Small delivery vans or trucks (including first year on-road costs).
- In-vehicle refrigeration.
- Energy efficient refrigeration equipment.
- Warehouse shelving.
- Forklifts.
- Training of staff in the safe use of equipment where the equipment is for collection, storage or redistribution of donated food that would have previously been sent to landfill.

All equipment purchased must be owned by the organisation administering the grant. All vehicles must also be registered and insured in the name of the organisation administering the grant (not to individual people).

The grant will fund up to 90 per cent of eligible infrastructure costs. The remaining 10 per cent must be provided by the grant applicant as a cash or in-kind contribution. It is expected that evidence of this contribution will be provided as part of the milestone reports.

What will not be funded?

Activities, projects and elements that are ineligible for grant funding and cannot be included in your matching contributions include:

- Infrastructure, equipment and activities already purchased, committed to or undertaken before the opening of this grant round was announced.

- Vehicles to transport staff and volunteers.

- Equipment (or the portion of equipment) used for collection and redistribution of non-food items or food not previously sent to landfill.

- Equipment (or the portion of equipment) used for collection and distribution of food already collected from the donor by another food charity.

- Costs related to handling organics from sources other the municipal or commercial and industrial waste stream or organics that would not have previously been disposed to landfill.

- Disposal or composting equipment for food waste.

- Purchase of land.

- Operational expenses including rent, fuel, electricity, equipment maintenance, staff, project management and grant administration costs.

- Statutory requirements such as development consent, operating licenses, or compliance the conditions thereof.

- Activities, projects and infrastructure outside of NSW or distributing food that would be sent to a landfill outside NSW.

- Project management and grant administration costs.

- Financial auditor costs such as third-party accountants providing endorsement on the project's expenditure and costs associated with the development of the grant application.

- Marketing costs.

- Research.

- Contingency costs expressed as a percentage of the project cost.

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 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 **strongly 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 10 per cent** towards the total cost of **eligible** grant items. You must be able to demonstrate this co-contribution in Part B: Application Budget.

Some large projects may require multiple sources of other funding. For the Trust 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 requested from the Trust.
- Have current applications lodged with other government agencies.
- Receive other funding 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 may make your application more competitive.

Other requirements

The Triple Bottom Line

It is expected that your project will implement best practice and consideration of Triple Bottom Line outcomes: Environmental, Economic and Social. This can be defined as being mindful of the 'big picture, for example, in designing, building, upgrading or enhancing a facility. In your application, you will 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 input from the EPA, will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence 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 considered 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.

Obligations of successful applicants

Deed of agreement

Successful applicants will be required to sign a performance-based Deed of Agreement (the Deed) with the Trust, which will stipulate all funding obligations and conditions. The Trust will closely monitor adherence to all requirements of the Deed, as well as progress against project deliverables and expenditure of funds. Funding is paid after completion of agreed milestones and continued funding is dependent upon the Trust's acceptance of 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 of Agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will be required to comply with all conditions (including special conditions) contained in the Deed of Agreement, including, but not limited to:

- 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 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 all invoices related to Trust and in-kind 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 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 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-month period and without justification and Trust approval 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 formally request a variation from the Trust and justify why the grant should not be terminated.

Requests for variations to projects must be made to 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 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 form should be answered fully and your responses should be prepared with these criteria in mind.

1. Diversion of food waste from landfill
• the project will recover and redistribute food that would otherwise be sent to landfill (no. tonnes/year) • the application includes quantitative and qualitative detail about how much food will be recovered, where it will come from and where it will go • the extent to which the project and food it recovers and redistributes will benefit people in need

2. Technical and regulatory analysis
• the facility and/or equipment to which the application relates is demonstrated to be suitable for the project and its proposed goals • clear and considered management systems will be in place to manage the project • demonstrated ability to obtain relevant approvals and licensing requirements • applicant demonstrates sound performance history

3. Value for money and project impacts
• application budget is detailed and well costed • applicants matching contribution and in-kind support is demonstrated • the project has environmental benefits (including non-market costs and benefits) • the project has social benefits • the project has economic benefits

4. Demonstrated ability to deliver the project to a high standard
• the application demonstrates sound project planning and methodology • the application demonstrates consideration of the risks and mitigation measures • demonstrated management skills, relevant expertise and relevant experience • evidence of previous positive grant performance history • the level of performance on any previous grants

Part B: Application Budget

Overview

Part B: Application Budget form is an Excel document, separate from the main application form which 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 the document as it will alter the formatting and cause errors, which may result in your budget submission being deemed ineligible.

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 you can provide a corresponding invoice for all expenditure 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 sufficient detail and justification your application may not be as competitive.

Cash and in-kind contributions

The Trust values the ability to provide 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 grant funding.

Separate eligible and ineligible items in your budget on the appropriate tabs. That is, show all **eligible** costs for the project in Parts 1 and 2 of the budget to a maximum of $500,000 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 seek independent legal and financial advice if uncertain of your organisation's taxation obligations.

Organisations administering a grant (and are registered for GST) should not include GST in the application budget figures. The Trust will add 10 per cent GST when paying milestone payments.

Organisations that are NOT registered for GST and administering the grant, should include GST in the application budget for items where GST will be incurred during the life of the project.

A tax invoice is required for the Trust to pay each milestone payment. The invoice should include GST if applicable.

Application and submission process

You are required to submit the following documents:

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

These documents can be downloaded from the Trust's website. For further information on Part B: Application Budget, refer to the instructions and examples within the Excel document.

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, and your answer must fit into the space provided.

Part C: Project Plan form will expand to accommodate additional information.

Who to contact if you need help

Application assistance	General program assistance
NSW Environmental Trust	NSW Environment Protection Authority
Phone: (02) 8837 6093 Email: waste.recycling@environmentaltrust.nsw.gov.au	Phone: (02) 4908 6868 Email: organics.recycling@epa.nsw.gov.au

Attachments

Due to the number of detailed documents supplied for your application, any additional attachments or supporting material should be kept to a minimum. Examples of acceptable attachments include:

- Strategy, policy or report extracts (maximum two pages)
- Summary of previous projects (maximum two pages)
- Letters of support signed by senior officers (maximum two pages)
- Gantt chart
- Quotes for major budget items

All attachments and supporting information must be in A4 size.

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 conventions for submitting the application documents:

- Application Form   01 Grant Application
- Application Budget   02 Grant Application Budget
- Project Plan   03 Project Plan
- Project Timeline   04 Project Timeline
- Attachments   05 Attachment 1

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 email, contact the Trust to ensure your application has been received.

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, contact the Trust administration 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 information you supply will be used 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 confidentially, 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 will establish 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 community group representative and at least one industry representative. 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 applications. 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

Use the information below as a guide when answering specific questions in your Application Form. Guide notes have not been provided for those questions where the answer is considered to be apparent.

Eligibility	**Has your organisation already purchased or committed to any of the equipment/infrastructure for which you are applying for in this application?**
	Grant funding is only available for new or enhanced activities, equipment and infrastructure. If you have answered yes, your organisation is **not eligible** to apply for funding for these items.
	Legal status of your organisation.
	Only not-for-profit organisations with an established legal status are eligible to apply for this stream. Grants are not available to individuals or sole traders.

Background	
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 documents. It should be no more than 68 characters.
	Funding amount requested.
	This is the grant amount requested. This should match the amount you had requested in your Application Budget form. It is recommended you complete your Application Budget first before answering 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 plan 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, stored or garaged. If you do not own the site explain your lease arrangement e.g. whom do you lease from? when does your lease expire? Do you need a development consent for operating the facility? Do you have one?
4	**State electorate and local government area.**
	List the local government areas and state electorates in which the project will occur. Include a note if surplus food is sourced from one or more local government areas and distributed to others within NSW.
5	**Applicant contact details.**
	The people 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. For some organisations, this may include paid staff and volunteers as well as clients, students and other people serviced by 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 as the lead 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 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).

Licensing and compliance history under NSW Environment Protection laws

10-12	Compliance of NSW Environment Protection laws.
	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, licence 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.

Project milestones

13	Payment and milestone schedule.
	• Complete this section once you have completed Part B: Application Budget and your project timeline.
	• Provide the amount you are seeking from the Trust in the 'total funding requested' box. The total funding requested cannot exceed $500,000 per project.
	• **For most projects, the first instalment will be 50 percent of your total funding amount requested, the second instalment 40 percent, and final instalment 10 percent.**
	• Provide dates by which you expect to achieve milestone two and the final report.
	▪ Milestone 1 should be approximately January 2020. The proposed project must commence within four months of signing the Deed of Agreement and be substantially completed by June 2021.
	▪ Milestone 2 will be the date you expect to secure or purchase the equipment.
	▪ Final report will be the completion of the project and submission of the final grant report to the Trust with at least six months of collection and distribution data.
	• 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.

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?
	Provide a tonnage figure.
	Note: If your project will take few years to become fully operational, provide an attachment with an estimate of diversion from landfill from project inception to full operation.

15	Describe and list the types of food you intend to recover and their sources.
	Also include the following information:
	• A description of the businesses/organisations that will be donating the food (e.g. for local bakeries: Bakers Delight store. For RSL: Bowling Club)
	• Approximately how much food each supplier will provide
	• The types of food (e.g. fresh, packaged, cooked, frozen)
	• Where this surplus food for the listed donors currently goes
	• Any negotiations/discussions that have already taken place
	• Experience you have in gaining commitments from food donators
	• Networks you can utilise to engage with new food donators.
	Note: If you are listing other food rescue organisations as sources of your additional tonnes diverted from landfill, provide a letter from that organisation showing that they are sourcing new food donators on your behalf. The funding can only support projects that increase the volumes of donated food that would otherwise currently go to landfill. Food that is already being collected cannot be claimed as additional.
16	Detail the logistics of the surplus food from the first stage in the supply chain – the donors - to the end consumers/recipients.
	Provide any information about the logistics of surplus food that you are planning to collect and redistribute.
	• Are you collecting the food from the warehouse of a large food rescued organisation?
	• Are you collecting the food from a vehicle drop off belonging to another food rescue organisation?
	• Will the donated food be transported by a refrigerated vehicle to your warehouse for being sorted?
	• Is the food directly delivered to another charity, community centre of food pantry?
	• How will you keep track of the donated food from each donor?
	Provide clear transport logistics and storage of the unwanted food that will be rescued as part of this project.
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.
	There may be other charities (or you) currently operating in the same geographic area.
	• Does your proposed project intend to service different businesses or food donators, collect a different type of food, or is the unwanted food in excess of the current ability of food charities?
	• Provide a general description of how your project fills a need rather than competes with existing facilities/services.
	• Provide any information regarding initial contact or discussion with other local charities regarding the opportunity to create partnerships or food hubs to optimize the service and increase food rescue efficiency.
	• Visit the Environmental Trust website to view project descriptions of grantees from previous rounds of the Organics Infrastructure (Large and Small) Stream 3 program and check who may be sourcing donated food from the same area. Speak to the EPA about other community groups that have expressed interest in submitting projects in your region.
	Explain how you will match supply of donated food to demand. Include in your explanation:
	• Who you expect will use the rescued food
	• How they will become aware of your new donated food supplies
	• Whether you have to store, cook or repackage the collected food
	• Provide an overview of your existing space, labour, skills and equipment for this processing, marketing and redistribution.
Criterion 2:	**Technical and regulatory analysis**
18	List the infrastructure and equipment you intend to purchase, and what it will be used for.
	Give a detailed description of the technology/process/equipment you consider meets your project needs. Include details, for example:
	• Model and make of refrigerated van for collection of donated food
	• Size and model fridge or cool room at distribution centre for food storage

19	Describe how the new infrastructure will enable you to manage additional tonnages of food donations.
	For example, a freezer may enable you to better manage fluxes in supply or to store prepared meals until transport/distribution can be organised.
20	Describe the analysis that has been undertaken in selecting this specific infrastructure and equipment.
	In your description include information on why the infrastructure and equipment is suitable for the type and volume of food involved in your project; your facility and your staff.
	Have you considered operating costs and skills, maintenance needs, odour and quality control, Workplace Health and Safety (WHS) considerations in selecting the equipment? What other types of infrastructure/equipment was considered and why was it ruled out?
21	Describe the operational life-span of the infrastructure and equipment.
	Describe the age of the equipment you intend to purchase and the estimated useful life-span. Do you have maintenance, replacement and upgrade strategies to ensure the ongoing life of your project?
22	Describe your organisation's formal management systems for quality, environmental management and WHS.
	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. Describe what systems you have in place. Include in your description how food will be disposed if not delivered or consumed.
23	Describe the licensing and approvals needed for your project and steps you have taken to obtain the necessary approvals.
	Development consent and other approvals are often required for location and operation of infrastructure and food handling services. Early and ongoing consultation with the relevant authorities is part of good project planning and can help ensure projects are not inadvertently delayed.
	Describe the licences and approvals needed for your project, the consultation undertaken to ascertain what licenses and approvals are necessary and the existing approvals and licences (if any). Also, describe the steps taken to date to ensure the necessary approvals will be in place in line with your project plan. Include in your description any environmental or engineering investigations, meetings or correspondence.
24	Describe any existing reputation/relationship with stakeholders or experience in similar projects.
	Proponents expanding existing facilities or services may have existing local or regional relationships, networks and experience that will be helpful in undertaking the grant project. Provide detail here.
Criterion 3:	Value for money and project impacts
25	Explain why this program would not go ahead, in the near future without the grant.
	Funding will not be provided for activities which would be delivered without the support of this grants program, including those sufficiently cost-effective to implement without funding.
	Describe why this project would not proceed without the grant or how the grant would enable the project to be brought forward in time.
	If cost savings from the project will accrue to your organisation, answer the following questions:
	• 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?
	For projects where there are no financial barriers to proceeding, or where cost savings from the project will not accrue to the organisation, state:
	• What are the non-financial barriers to implementing the project?
	How will the funding assistance help the project proceed?
26	Resources from other sources.
	List any other relevant grants or payments you or your listed project partners currently have or will receive from the Trust, EPA and other state or commonwealth agencies.
	Note: This grant will fund additional infrastructure above existing commitments. However, it will not fund work that should have been undertaken as part of agreed commitments or existing programs.

27	Describe how your project is delivering good value for money. Describe how this project will deliver good value for the investment made in cash and in-kind. Your project is evaluated against other grant applications. This is an opportunity to demonstrate why your project should receive grant funding above other food donation projects. In your description, you could include estimates of food donations you are assuming (e.g. in tonnes or kilograms), number of new food donors, and years that food donors will continue to actively donate food. Calculate grant dollar per tonne diverted and total project cost tonne diverted. Estimate how long the services developed by the grant project will be used and how your project might assist other organisations. You might also provide information about a social return on investment study if your organisation has undertaken one.
28	Calculate grant funding request per tonne. Divide the total additional tonnes of food being diverted from landfill (from question 14) by the total grant funding requested (from Part B: Application Budget or total in question 13).
Part B	Part B: Application budget. 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 your full budget, including all sources of income and all sources of expenditure. Eligible grant items (cash and in-kind contributions) Grants between $10,000 and $500,000, covering up to 90 per cent of the capital costs relating to the infrastructure and equipment, are available. Only include eligible grant items in the funding request. Refer to the section entitled "What will be funded' above. Provide as much detail and breakdown as possible in your budget and follow the instructions contained within the excel form. The budget instructions also provide information regarding budget breakdown, and the number of quotes required for different sizes of equipment/project elements. A detailed budget supported by actual quotes will help demonstrate that your grant request is reasonable, and that you understand all the costs and elements of a successful processing operation. Quotes for all pieces of equipment and multiple quotes for larger pieces of equipment are not mandatory at the application stage, however copies of quotes and invoices need to be provided to the Trust during the implementation of the project. **Note:** the amount requested from the Trust cannot be increased once awarded. However, there is some scope to later apply for a budget variation of approved line items within your budget. For example, one piece of equipment may be cheaper than expected and another may be slightly more. Transfer of funds across line items is only permitted with prior approval from the Trust. Budget line labelled 'contingency' or 'fixed percentage' of the overall project are not eligible for funding. Additional contribution – ineligible grant items (cash and in-kind contributions) Provide details about cash or in-kind contributions to **ineligible** grant items. Even though you cannot claim these items as part of matching grant funding, including them here on a separate tab enables the Trust to consider additional benefits of your project and additional resources you are contributing. This provides increased confidence that the project is well considered and planned. Under ineligible items, you can include costs that are listed under the 'What won't be funded' section of these guidelines such as expenses relating to staff, project management or operating food collection vehicles. Contact the EPA to discuss if you are uncertain. **Note:** This additional contribution cannot be counted as part of your 10 per cent contribution. The 10% contribution must only be cash or in-kind contribution to items that are considered eligible.

Criterion 4:	**Demonstrated ability to deliver the project to a high standard**
29	Project measures table. The project measures included in this table offer a range of baseline data and target measures that are meant to help you record, monitor and guide the outcomes of your project. The table captures projected quantitative data for your project. If you are successful in receiving a grant, your performance will be measured against actual (or achieved) quantitative data for each stage of your project. Data provided in this question should correlate with outputs detailed in Part C: Project planning, including risk management. **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.

	Note:	Measures that are highlighted as Mandatory must be included.
	How:	It is recommended that you read through the table and definitions to select project measures that are relevant to your project.
	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.
30	Have you previously been involved in a food donation education grant project? If yes describe how your food donation education grant project has informed this infrastructure grant application. In 2017 and 2018 the NSW Environment Protection Authority managed a Food Donation Education grants program to complement OILS Stream 2 Food Donation Infrastructure grants. The program aimed to address barriers to larger scale food collection and distribution services and to garner more food donations from local businesses. Feasibility studies, activities to strengthen partnerships between food rescue organisations, training, and local awareness raising activities were funded. Describe how your involvement in these activities has assisted your organisation in designing this subsequent infrastructure grant project or how it will help you deliver the infrastructure project to a higher standard.	
31	Describe your commitment to the project. Describe how long you will maintain and utilises the equipment, the long-term benefits of the project and any plans for expansion or enhancement. If relevant, reference any of your organisation's plans, policies or strategies for the future.	
Part C	The following additional documents are required to demonstrate your project is well planned and the key steps have been considered: 1. Project Plan Use the template provided on the Trust website to structure your Project Plan. Refer to the separate document Project Plan Guide. 2. Project Timeline (all projects) Submit a project timeline in the format of a Gantt chart or similar.	

Other supporting information	
32	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. Be mindful of the details and the 'big picture' in designing and implementing your project. **Environmental outcomes** What is your organisation's commitment to the implementation of 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. 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). Useful resources include: • OEH, Support for sustainability • Infrastructure Sustainability Council of Australia • Australian Green Infrastructure Council • Green Infrastructure **Economic outcomes** What 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. **Social benefits** What social benefits will result from the project? This could include anything that is not an economic benefit, i.e. healthier sporting fields as a result of using and incorporating compost from the organics collected; 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?

33	Declare any real, potential or perceived conflict of interest that you may be aware of. 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: • 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. 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.
34	Community Benefit. Detail how this project will specifically benefit your local community and the broader NSW community. Include information such as: • Additional jobs both during implementation or ongoing operation • New or expanded food waste rescue services. • Additional number of people in need accessing the rescued food • Procurement of goods and services including communications, advertising, technical, financial, transport etc. You will need to be able to demonstrate these benefits as the project progresses.
35	Third party assistance. List all parties who have contributed to the information in this application. 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. 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.