



# Waste Less, Recycle More Initiative

Recycling Innovation Fund

Innovation in Priority Problem Wastes Management Grants Program

Round 2

Stream 2 Application Form

Closing date: 5pm Monday 27 June 2016

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

Published by:

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Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

**Report pollution and environmental incidents**

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

See also [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

OEH 2016/0195

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## Instructions: how to complete this form

- To complete this form you must have the latest **Adobe Acrobat Reader** installed, please visit the [Adobe website](#) to ensure you have the latest version.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form. You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Answer all questions in the application forms. Incomplete or ineligible applications will not be considered. Where a question does not apply, write 'not applicable', and preferably briefly explain why.
- When providing additional detail for a question, do not simply write See Attachment. Please reference in the application form which attachment where the additional information can be found.
- Complete and attach the Application Budget (Part B) as an Excel spreadsheet – **Do not PDF**.
- Complete and attach the Project Plan form (Part C) as a Word document – **Do not PDF**.
- Stream 2: Grants between **\$20,000 and \$200,000**

## Eligibility

1. Will your organisation, a project partner or related company transport or arrange transport of waste generated in NSW for recycling or disposal out of NSW at any time from the date you apply for this grant up until completion of the project if there is, at the time of transport, a lawful recycling or disposal facility for that waste within NSW?

If you have answered yes to the above, **your organisation is not eligible to apply for funding**. However, 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 (See [guidelines](#)).

## Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environmental Trust by **5pm Monday 27 June 2016** via email to: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au). Any applications that are late or incomplete will not be considered.

### 1.1 Organisation details: individual application (if alliance or partnership, skip and go to Question 2.1)

Contact person	<input type="text"/>		
Organisation	<input type="text"/>		
ABN	<input type="text"/>	Registered for GST	<input type="text"/>
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Post code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

### Secondary contact details

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"/>				

### 1.2 Management structure

	Name	Position title
Management structure details:  Please provide details of key individuals involved in the project. Attach CVs to the back of the application (no more than 2 pages per person).	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<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. volunteers)	<input type="text"/>

## 2.1 Organisation details: application by an alliance or partnership

Lead applicant	<input type="text"/>			
Alliance/partner members (list all)	<input type="text"/>			
ABN	<input type="text"/>	Registered for GST		
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>

## 2.2 Contact details for partners (details of lead organisation to be completed at Question 2.1)

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

Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	
Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	
Contact Person	<input type="text"/>			
Organisation	<input type="text"/>			
ABN	<input type="text"/>	Email	<input type="text"/>	
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Post code <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	

Contact Person

Organisation

ABN

Email

Postal Address

Suburb

State

Post code

Phone

Mobile

3 What is the legal status of the lead organisation? Select **ONE** only

- Tertiary/non-government organisation
- Business
- Local government
- Other (specify)

Provide information about your organisation and what it does.

4 Has your organisation previously received NSW Environmental Trust, EPA or OEH funding?

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

5 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. Please provide details of your insurance below:

Company

Policy numbers

Coverage

Currency (expiry date)

## Project details

### 6.1 Project title and duration

Project name:

Anticipated start date:

Anticipated end date:

Projects will be expected to be substantially completed by 30 June 2017, however, the Trust will consider allowing extensions to submitted project timelines if there are valid logistical reasons.

Please describe how your project will be substantially complete by 30 June 2017. If your project involves multiple stages, including stages that occur after the grant period (anticipated completion date), please explain:

- what these other stages involve and how they are connected to the project
- how long these subsequent stages will last
- how these subsequent stages will be funded

### 6.2 Project location. Please specify where your project is located

Please provide the address where most of the planned activity will take place. If more than one site, please provide the additional site details below.

Main site name

Address

Suburb

State

Post code

Site 2 name

Address

Suburb

State

Post code

Site 3 name

Address

Suburb

State

Post code

### 6.3 Geographical reach

Primary area. This must be the local government and state electorate for the project site address. To help you, please 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, please list the areas below.

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)



## 7 Payment and milestone schedule

Provide a breakdown of the total project budget showing what the amount requested from the Environmental Trust will be spent on, your contribution against eligible items and any other contributions by completing the Part B Milestone and Budget spreadsheet.

Milestone	Estimate completion date	Funding instalment required \$	Brief description of activities to be undertaken to achieve milestone
<b>Milestone 1:</b> Signed Deed or Letter of Agreement			
<b>Milestone 2:</b> Detailed project plan			
<b>Milestone 3:</b> Research design and detailed costing complete			
<b>Milestone 4:</b> Commencement of practical elements of project (e.g. trial, laboratory, work, experiments, prototype construction)			
<b>Milestone 5:</b> Mid-stage of practical elements of the project			
<b>Milestone 6: Substantially Complete</b> Completion of practical elements of the project			
<b>Milestone 7:</b> Project completion - submission of final evaluation report			
<b>TOTAL FUNDING REQUEST</b>			
<b>Note:</b> must equal the value in the Budget spreadsheet attached			

**Note:** A report will be required for each Milestone of the project and a Final Evaluation Report at Project Completion.

## Project description

- 8 Please 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.

**Note:** Use plain and clear language. Do not use acronyms or industry jargon.

- 9 Project Description.  
Please provide a high level description of your overall project (in 500 words or less).

Please ensure you describe your whole project and include a summary of the following:

- How the project will be carried out
- What products or recovered resources your project aims to produce
- How you will be undertaking your research and/or development
- What equipment, plant, tools or research methods will be used
- Supply of waste material
- Demand for end product/material
- Why is the project innovative and commercially oriented
- Why is the project needed

10 What methodology/design is applicable to your project? Select all that apply.

- Product design and development
- Laboratory trials
- Independent testing
- Development of prototypes
- Field trials and material collection
- Market development

Other (please specify)

11 What type of priority problem waste is applicable to your project?

- Plastic film and other plastics
- CCA timber
- Treated timber
- Tyres and rubber
- Nappies and incontinence pads+
- Electronic waste (e-waste)
- Shredder floc

Other (please specify)

12 End Products

**Note:** You must clearly explain what commercial products and/or recovered resources could be produced or provided to the market as a result of commercialisation of your project (including anticipated quantities per annum)

13 Funding from other sources

Have you or your project secured funding from another government agency or other sources for the same or related activities to those you are seeking to be funded by this application?  Yes  No

Do you have current applications lodged with other government agencies or other funders in relation to the project?  Yes  No

If you answered **Yes** to either of these questions, please provide further information about the other source of funding, including who is/will provide the funding, how much the funding will be, and what the funding is intended to cover.

14 Please provide information as to why this project would not go ahead without external (this) funding?

**Note:** All projects require a minimum of 1:1 matched funding from applicants. Please answer all questions below:

a. What will the money be used for?

b. What steps have been undertaken to date to prepare for undertaking the project?

c. Explain any barriers this funding will help overcome. How will the implementation of this project be accelerated by this funding?

d. What will happen to the project if you do not receive funding?

15 Do you need commitment from multiple stakeholders to ensure the project can go ahead?

Yes  No If Yes, please provide details on the stakeholders and the commitments required.

## Assessment criteria

Criterion 1: Commercially focussed innovation

16 Why is your project innovative?

Please ensure you answer each question

a. What is innovative about your project?

b. How is your project original (eg never been carried out elsewhere)?

c. What research was undertaken to ensure the project is original? Please outline the results of any research.

17 Who will work to deliver this project? Provide detail on partners and stakeholders.

- Provide CVs (maximum of two pages) for all people involved in the project and their contributions in this field (including relevant publications).
- Provide details of any other organisation involved in the project and their contributions in this field (including relevant publications)

- Clearly explain what contribution each person will make.

- Describe the steps you have taken or plan to take to get appropriate buy-in from *each of*:
  - project partners
  - stakeholders; and
  - End users of products likely to be created out of your project.

- How will your project partner and stakeholder relations be formalised?

18 How will this project be delivered?

- Detail the stages of the project outlining what is involved and the timing of each stage (e.g. research, trials, laboratory work, equipment type etc.). Provide a Gantt chart as an attachment.

- Detail how your project will:
  - Recover the priority waste material (or other) that is destined for landfill.
  - Develop or contribute to conversion of a priority problem waste into a product or increasing recycling of other materials through its removal from the waste stream.
  - Secure the necessary volumes of priority problem waste material for supply, product manufacturing etc.

Criterion 3: Market analysis and business case

**Note:** There are two markets, one for supply of waste and one for demand for the recovered resource

19 Why is the project needed?

- Include information on the priority problem waste i.e. why this waste, what is the problem, what are the barriers, what are the markets, etc.

- What will be the organisational and research benefits from this project?

20 How will your project assist in facilitating a viable market for resources recovered or products created from the problem priority waste?



21 Describe and provide supporting documents, the evidence you have to prove that your project will facilitate a viable market for resources recovered or products created from the problem priority waste

22 Do you have any current (previous 12 months) documents of support/intent or supply agreements from potential buyers of your proposed end product or recovered resource? (e.g. letter of intent to trial/purchase potential products)

- Yes Please provide all documents in the attachment section
- No Please describe why not

**Note:** Applicants must demonstrate legitimate and genuine interest from potential end users of products which may result from the project.

Criterion 4: Diversion estimates

23 How much of the priority problem waste (volume/tonnes) that you are targeting currently enters landfill per annum?

24 How much priority problem waste (volume/tonnes) could be diverted per annum because of this project?

25 What is the anticipated impact on waste reduction, market development or recycled materials from your project?

Criterion 5: Project Impacts

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

- Sustainability/environmental
- Economic
- Social

27 What will be the key environmental benefits for your region and NSW generated by the project?  
When will these be realised and for how long?

## Project budget, implementation and timeline

Criterion 7: Demonstrated ability to deliver project to a high standard

28 Please detail any experience your organisation has in delivering similar types of projects.

29 Management systems

Management System	System in place and internally audited	System in place and independently audited	System in place and independently audited/ certified to ISO9001, ISO14001, AS4801/ or other.
Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work, Health Safety (WHS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe the management systems you have in place and how they are reviewed and improved

## Part B: Application budget

Part B is relevant to assessment criterion 5: Value for money and project impacts

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

## Regulatory/licensing

### Criterion 8: Compliance History

30 Are you the owner, or have leasehold over the proposed site?

- Yes  No

31 Do you have the appropriate permits for this project on this site?

- Yes  No

- If Yes, please provide details on the permits you have obtained.
- If No, please provide details on the estimated time and costs that will be associated with attaining the permits.
- Please note appropriate permits may include ethics committee, local government development approval or Environment Protection Authority licences.

Note: To determine if your project will require an environment protection licence, consult the [EPA Guide to Licensing](#).

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

33 Have you or any related companies, or any alliance/partner organisations 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 you answered yes, please 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

34 Does your project involve any aspect of energy from waste?

Read the [NSW Energy from Waste Policy Statement](#)

Yes  No **Involves some aspect of energy from waste? If yes, please answer the questions below.**

Have you read and understood the <a href="#">NSW Energy from Waste Policy Statement</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you demonstrate that your project will comply with the <a href="#">NSW Energy from Waste Policy Statement</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you agree that prior to receiving any funding for your proposal, you will be required to complete and comply with all applicable requirements and provide all required information in the document entitled <a href="#">Energy from Waste Compliance Table</a> which is available on the Trust's webpage.  <b>Note:</b> You are not required to complete and return the Energy from Waste Compliance Table with your application. The Environmental Trust will contact you if and when it requires this information.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Other supporting information

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

- Sustainability/environmental
- Economic
- Social

36 Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, salary and/or contractor payments/selection. See page 16 of the guidelines.

**37 Community Benefit:** Detail how this project will specifically benefit the local community it is located in and the broader NSW community.

Include information such as:

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

Local community

Broader NSW

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

Name of third party	Type of assistance and cost	Aspect of application

## Authorisations

**APPLICANT** Include the names of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to 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 of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

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

## Enquiries

Please contact Environmental Trust:

Phone: (02) 8837 6093

Email: [waste.recycling@environmentaltrust.nsw.gov.au](mailto:waste.recycling@environmentaltrust.nsw.gov.au)



## Feedback

Please provide some basic feedback on your experience with applying to the Priority Problem Wastes Management program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

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

Less than 3 days     3 – 5 days     5 – 7 days     More than 7 days

2. Time taken to complete the Trust application form

Less than 1 day     1 – 2 days     2 – 3 days     More than 3 days

3. Ease of completing the application

Very easy     Easy     Moderate     Difficult     Very difficult

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

EPA     Trust     Webinar     Workshops

Other (please specify)

5. Where did you hear about this program?

6. Any other comments or suggestions.

## Application submission

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

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

Before submitting your application, please refer to the submission process set-out below.

<ul style="list-style-type: none"> <li>• Answer <b>all</b> questions in Part A - Application Form.</li> <li>• Type only in the spaces provided in the application form. Answer boxes are a set size, and will not expand to accommodate additional text.</li> <li>• Application form must be submitted as a <b>PDF smart form</b> (see instructions in the form and on the web page).</li> <li>• Application budget, financial analysis and cost benefit forms must be submitted as Excel documents. <b>DO NOT PDF</b></li> <li>• Project Plan form: must be submitted as a Word document. <b>DO NOT PDF</b></li> <li>• Cost Benefit Analysis and Financial Analysis must be submitted using the Excel templates provided. <b>DO NOT PDF</b></li> <li>• Have your application authorised by the appropriately authorised people.</li> <li>• Attach all required supporting information. Additional information should be kept to a minimum. <b>If your application refers to a large document, only include the relevant pages of that document</b> i.e. title page, executive summary, relevant pages.</li> <li>• Submit your entire application by <b>ONE</b> of the methods below - <b>DO NOT</b> Email AND post. <b>Note:</b> Email is the preferred option. Posted USB applications must be received on or before the closing date.</li> <li>• <b>Do not fax</b> any part of your application.</li> <li>• <b>Do not ZIP your application documents.</b> ZIP files <b>cannot be accepted</b> by the Trust.</li> <li>• Email subject line format must be: <b>Organisation Name – PPW Stream 2.</b></li> <li>• One application per email. If more than one, number accordingly. i.e. <b>XYZ Company PPW Stream 2 Application 1.</b></li> <li>• Submit your application form and all other documents by the <b>closing date 5pm Monday 27 June 2016</b></li> </ul>		
<b>Email to:</b>	waste.recycling@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> <li>• Ensure you email your entire application, including all attachments. <b>Note:</b> Emailed applications cannot exceed <b>10MB</b> including all attachments.  If the files exceed 10MB please contact the Trust well ahead of the submission date for alternative submission facility or submit as a series of emails.</li> </ul>
<b>Post to:</b>	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> <li>• If your application exceeds 10MB, you may submit all your forms and supporting documents on a USB.</li> <li>• Hardcopies will not be accepted.</li> </ul>

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