

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

Waste Less, Recycle More Initiative

Product Improvement Program: Round 2

Application Form:
Stream 2 (Research
and development)

Applications close 4pm Friday 26 July 2019

#

# Application checklist

**Are you eligible to apply?**

|  |  |
| --- | --- |
| Eligibility criteria | Select Yes or No |
| 1. Is your organisation one of the following:
* a research institute or non-government organisation (must comply with the [ATO’s definition](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/)) with an established legal status, or without a legal status that is able to be administered by another organisation
 | Choose an item. |
| * a council, regional organisation of councils or other local government-controlled organisation
 | Choose an item. |
| * a private industry or partnership as defined under the Commonwealth *Corporations Act 2001*?

Note: All applicants must be legally constituted entities and be organisations not individuals or sole traders. | Choose an item. |
| 1. Has your organisation already undertaken the research and development and/or ordered or purchased any of the equipment/infrastructure for which you are applying for in this application?
 | Choose an item. |
| 1. Will your organisation, a project partner or a related organisation transport or arrange transportation of waste generated in NSW for disposal outside of NSW at any time during the life of any potential grant awarded?

Should your organisation be found to be involved with transporting waste outside of NSW, any grant awarded will be terminated immediately and all grant funding will have to be repaid to the EPA. Note: Organisations that have operations near the border of any other State or Territory may apply for an exemption from this requirement. | Choose an item. |

If you answered YES to EITHER Question 2 OR Question 3 you are not eligible for this grant funding. If you still believe the grant is relevant to your operation, please contact the NSW Environment Protection Authority (EPA) before preparing or submitting an application.

## How to complete this form

* All applicants must complete this Application Form.
* Before completing the Application Form, complete the **application checklist above** to self-assess your eligibility to apply.
* Answer all questions in the Application Form. Incomplete applications will not be considered.
* Where a question does not apply, write ‘not applicable’ and provide a brief explanation.
* Submit your application by the closing date: **4pm** **Friday 26 July 2019**.

## What sections need to be completed?

All applicants must complete and attach the following documents with their submissions:

* Part A – Application Form (this form)
* Part B – Application Budget
* Part C – Project Plan

**Do not** submit PDF documents. All forms and templates are available from the [EPA’s website](https://www.epa.nsw.gov.au/working-together/grants/infrastructure-fund/product-improvement-program).

## General information

* Read the Guide for Applicantsbefore you start to fill out this Application Form.
* Grants are available from **$20,000 and up to $150,000** for eligible organisations. Please refer to the Funding and Eligibility sections of the Guide for Applicants.

If you need further help, contact the EPA. For all enquiries about this program please contact the EPA Program Manager using the details below.

Phone: (02) 9995 6920

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

Completed applications with all necessary attachments must be submitted to and received by the EPA by **4pm** **Friday 26 July 2019**.

Submit them via email or post a USB.

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

Post a USB to: NSW Environmental Protection Authority

 PO Box 668

 PARRAMATTA NSW 2124

1. Late or incomplete applications will not be considered.

# Part A: Application Form

Applications close **4pm Friday 26 July 2019**.

1. Application snapshot

|  |  |
| --- | --- |
| Applicant organisation name |       |
| Project title |       |
| Funding amount requested |       |
| Start date |       |
| End date |       |
| Project description:Please provide a brief (maximum 100-word) summary of your project. This summary will be used to promote your project, if approved, on the EPA’s website, and in media releases: |       |

1. Applicant details

The application must be submitted by the organisation requesting the funding. Applications will not be accepted from third parties.

See the Eligible organisations section in the Guide for Applicants for eligibility criteria. Ensure your organisation meets the eligibility criteria before submitting your application.

### 2a. Organisation details for an individual applicant

(If your application is from an alliance or partnership go to Question 2d.)

|  |  |
| --- | --- |
| Organisation |       |
| ABN |       | Registered for GST |[ ]
| Postal address |       |
| Suburb/Town |       | State |       | Postcode |       |

### 2b. Primary contact

The nominated primary contact must be available to respond to questions and requests for information from the EPA during the application assessment process **(August–September 2019)** and, if the application is successful, for the duration of the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |       | First name |       | Surname |       |
| Position |       |
| Phone |       | Mobile |       |
| Email |       |

### 2c. Alternative contact

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |       | First name |       | Surname |       |
| Position |       |
| Phone |       | Mobile |       |
| Email |       |

If this application is not an alliance or partnership, go to **Question 2e**.

### 2d. Organisation details for an alliance or partnership

A formal Memorandum of Understanding from each partner to confirm respective participation, roles, responsibilities and funding contributions is required at the time of accepting the grant, if the application is successful. It is expected that an agreement will have been reached between all partners in relation to project management and submission of milestone reports. This agreement must be signed by all parties and be submitted with the funding deed for the approved application.

(Details of Lead Organisation to be completed at Question 2b.)

|  |  |
| --- | --- |
| Organisation 1  |       |
| Contact person |       |
| ABN |       | Email |       |
| Postal address  |       |
| Suburb/Town |       | State |       | Postcode |       |
| Phone |       | Mobile |       |

|  |  |
| --- | --- |
| Organisation 2  |       |
| Contact person |       |
| ABN |       | Email |       |
| Postal address  |       |
| Suburb/Town |       | State |       | Postcode |       |
| Phone |       | Mobile |       |

|  |  |
| --- | --- |
| Organisation 3  |       |
| Contact person |       |
| ABN |       | Email |       |
| Postal address  |       |
| Suburb/Town |       | State |       | Postcode |       |
| Phone |       | Mobile |       |

|  |  |
| --- | --- |
| Organisation 4  |       |
| Contact person |       |
| ABN |       | Email |       |
| Postal address  |       |
| Suburb/Town |       | State |       | Postcode |       |
| Phone |       | Mobile |       |

### 2e. Administrator details

Complete this section only if another organisation is going to administer this grant for your organisation. See the ‘Who must nominate an administrator?’ section of the Guide for Applicants for further detail.

|  |  |
| --- | --- |
| Contact person |       |
| Organisation |       |
| ABN |       | Registered for GST |  [ ]  |
| Postal address |       |
| Suburb/Town |       | State |       | Postcode |       |
| Phone |       | Mobile |       |
| Email |       |

1. Legal status of your organisation

What is the legal status of your organisation?

Select ONE only.

[ ]  Tertiary/non-government organisation

[ ]  Local government

[ ]  Not-for-profit organisation (must comply with the [ATO’s definition](https://www.ato.gov.au/Non-profit/Getting-started/What-type-of-NFP-is-your-organisation-/))

[ ]  Company/partnership

[ ]  Other (please specify below)

|  |  |
| --- | --- |
| Provide information about your organisation and what it does |       |

1. Project location

Specify where your project is located.

|  |  |
| --- | --- |
| Name of site |       |
| Owner of site |       |
| Address |       |
| Suburb/Town |       | State |       | Postcode |       |

1. Geographical reach

### 5a. Primary area

The primary area must be the **local government area (LGA)** and **state electorate** for the project site address. Please use the links below to confirm the correct council and state electorate.

|  |  |  |  |
| --- | --- | --- | --- |
| LGA |       |  | [Find out which LGA](http://www.olg.nsw.gov.au/find-my-council) I am in. |
| State electorate |       |  | [Find out which state electorate I am in](https://roll.elections.nsw.gov.au/areafinder). |

### 5b. Secondary area(s)

If your project involves more than one LGA, please list them below.

|  |
| --- |
| LGA |
| 1.      |
| 2.      |
| 3.      |
| 4.      |

### 5c. Latitude and longitude

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](https://www.google.com.au/maps/), navigating to your project site or main office and right-clicking on ‘what’s here’?

|  |  |  |  |
| --- | --- | --- | --- |
| Latitude (decimal degrees) |       | Longitude (decimal degrees) |       |

1. Overview of the project

### 6a. Project category

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

[ ]  Other (please specify below)

|  |
| --- |
|       |

### 6b. Project overview

Provide a **one-page** concise overview of your proposed project. (This assists the EPA/Technical Review Committee to quickly understand your project.). Answer the following questions.

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

|  |
| --- |
|       |

### 6c. Waste types focused on

Which of the following waste types does your project focus on?

[ ]  Mattresses

[ ]  Plastic film and other plastics

[ ]  Copper Chrome Arsenate (CCA) timber

[ ]  Treated timber (not CCA)

[ ]  Tyres and rubber

[ ]  Nappies and incontinence pads

[ ]  Electronic waste (e-waste)

[ ]  Other (please specify below)

|  |
| --- |
|       |

### 6d. Funding support

Has your organisation received funding support from the NSW Environmental Trust, the Office of Environment and Heritage, the EPA or the Department of Industry within the last three years?

[ ]  Yes [ ]  No

If you answered YES, please provide reference number(s) and/or project title(s).

|  |
| --- |
|       |

### 6e. 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:

|  |  |
| --- | --- |
| Company |       |
| Policy numbers |       |
| Coverage |       |
| Currency (expiry date) |       |

### 6f. Time frame

Provide details of the time frame to complete each milestone of the proposal. Enter the dates in this question **after** you have completed the Application Budget (Part B). Achievements and activities are indicative only and are subject to change depending on the project proposed.

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Description |
| **Milestone 1**Commencement | November 2019 | * Signing of Deed of Agreement
* Any documents required as a special condition
* Project measures report (initial projections)
 |
| **Milestone 2**Detailed project plan, research and costing. |       | * Report of activities undertaken and progress
* Project measures report. Excel template to be supplied by EPA
* Statement of Expenditure (progress)
* Copy of detailed project plan, final design and reviewed costings
* Planning and investigations complete (e.g. detailed engineering design, planning and approvals, and ordering equipment, if applicable)
* Environmental protection licence approved (if applicable)
* Copies of supplier/order documentation (agreements/letters of engagement/purchase orders)
* Copies of tax invoices/quotes from service providers, suppliers and contractors
 |
| **Milestone 3**Implementation of project |       | * Report of activities undertaken and progress
* Project measures report
* Statement of Expenditure (progress)
* Copies of tax invoices/quotes from service providers, suppliers and contractors
 |
| **Milestone 4**Mid-stage of project |       | * Report of activities undertaken and progress
* Project measures report
* Statement of Expenditure (progress)
* Site visit by EPA
* Copies of tax invoices/quotes from service providers, suppliers and contractors
 |
| **Milestone 5**Project completion and final report |       | * Final Evaluation Report
* Project measures report (final)
* Any case studies
* Statement of Expenditure (final)
* Site visit by EPA
* Copies of final tax invoices from service providers, suppliers and contractors
* Documentation supporting completion of project (e.g. photos, videos, media releases and construction certificate)
 |

### 6g. Project stages

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 (including ongoing operation).

|  |
| --- |
|       |

Criterion 1. The applicant has a track record of delivering innovative research and development.

1. Innovative research and development

### 7a. Innovation

What is innovative about your project?

|  |
| --- |
|       |

### 7b. Originality

How is your project original (e.g. never been carried out elsewhere)?

|  |
| --- |
|       |

### 7c. Research

What research has been undertaken to ensure the project is original? Outline the results of any research.

|  |
| --- |
|       |

### 7d. Other relevant previous projects and grants

Outline any relevant previous projects undertaken and completed, and whether any of those projects have been recognised with peer or industry awards or in published research journals. Did any relate to waste management? Include any Environmental Trust or Waste Less, Recycle More grants, if applicable.

|  |
| --- |
|       |

### 7e. Success or failure of previous projects

Outline the success or failure of previous projects. If they succeeded, did it lead to a commercially viable activity/applied in markets?

|  |
| --- |
|       |

1. Waste technology

### 8a. Energy from waste technology

Does your project involve energy from waste technology?

[ ]  Yes [ ]  No

### 8b. Compliance with the Energy from Waste Policy Statement

If you answered YES to question 8a, detail below the investigations that have been performed to ensure your project will comply with the EPA’s [Energy from Waste Policy Statement](http://www.epa.nsw.gov.au/waste/140056enfromwasteps.htm).

Your response should also include information on how the proposal will meet the resource recovery criteria set out in the EPA’s [Energy from Waste Policy Statement.](https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/epa/150011enfromwasteps.pdf)

|  |
| --- |
|       |

Criterion 2. The applicant has demonstrated robust planning and an ability to deliver the project on time and to a high standard.

1. Partners and stakeholders

### 9a. Details of partners and stakeholders.

Who will deliver this project? Provide details of partners and stakeholders.

Provide CVs (maximum 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.

|  |
| --- |
|       |

### 9b. Contributions of partners and stakeholders

Clearly explain what contribution will be made by each person named in Question 9a.

|  |
| --- |
|       |

### 9c. Steps to achieve buy-in

Describe the steps you have taken or plan to take to get appropriate buy-in*.* Include buy-in from:

* project partners
* stakeholders
* end users of products likely to be created out of your project.

|  |
| --- |
|       |

### 9c. Formalisation of relations

How will your project partner and stakeholder relations be formalised?

|  |
| --- |
|       |

1. Project delivery

### 10a. Project stages

Explain the stages of the project, outlining for each stage what is involved and the timing (e.g. research, trials, laboratory work and equipment type).

**Provide a Gantt chart as an attachment.**

### 10b. Recovery of problem waste material

Explain how your project will recover the problem waste material (or other waste material) that is destined for landfill.

|  |
| --- |
|       |

### 10c. Use of problem waste

Explain how your project will develop or contribute to conversion of a problem waste into a product or increase recycling of other materials through its removal from the waste stream.

|  |
| --- |
|       |

### 10d. Securing of problem waste

Explain how your project will secure the necessary volumes of problem waste material for supply, product manufacturing etc.

|  |
| --- |
|       |

Criterion 3. The applicant has clearly demonstrated the project’s feasibility and innovation readiness.

1. Need for the project

### 11a. Problem waste outline

Include information on the problem waste (e.g. why this waste was targetted, what the problem is, what the barriers are and what the markets are).

|  |
| --- |
|       |

### 11b. Project benefits

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

|  |
| --- |
|       |

### 11c. Facilitation of markets

How will your project help to facilitate a viable market for resources recovered or products created from the problem waste?

|  |
| --- |
|       |

### 11d. Evidence

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 waste.

|  |
| --- |
|       |

### 11e. Volume currently going to landfill

How much of the problem waste (volume/tonnes per annum) you are targeting currently goes to landfill?

|  |
| --- |
|       |

### 11f. Volume to be diverted from landfill

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

|  |
| --- |
|       |

### 11g. Impact of project

What is the anticipated impact on waste reduction, market development or recycled materials from your project? This might include any behaviour change, inquries and/or customers, revenue and/or cost savings, quality of life etc.

|  |
| --- |
|       |

1. Documents of support/intent or supply agreements

### 12a. Documents and agreements

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 [ ]  No

### 12b. Attachments or explanation

If you answered YES to Question 12a, attach all documents.

If you answered NO to Question 12a, explain why not.

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

|  |
| --- |
|       |

Criterion 4. The project represents value for money to the EPA.

1. Reason for funding

### 13a Barriers posed by lack of funding

Provide information as to why this project would not go ahead without funding from this program. Explain any barriers this funding will help overcome.

|  |
| --- |
|       |

### 13b. Simple payback period

To support your explanation, indicate the simple payback period with and without funding, and what steps have been undertaken to date.

|  |
| --- |
|       |

### 13c. Acceleration of implementation

If this project is part of your organisation’s longer-term plans, how will funding from this program accelerate its implementation?

|  |
| --- |
|       |

### 13d. Multiple stakeholders

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

[ ]  Yes [ ]  No

### 13e. Stakeholder details

If you answered YES to question 13d, please provide details of the stakeholders and the commitments required. Note: A letter from each critical project partner must be attached.

|  |
| --- |
|       |

1. Funding from other sources

### 14a. Other funding 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?

|  |
| --- |
|       |

### 14b. Other funding applications

Do you have current applications lodged with other government agencies or other funders in relation to the project?

|  |
| --- |
|       |

### 14c. Details of other funding

If you answered YES to Question 14a OR 14b, provide further information about the other source of funding in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Funding payment source | Agency providingthe funding/payment | Amount of funding payment $ | Describe the relations to this project |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

# Part B: Application Budget

The Application Budget (Part B) is an Excel spreadsheet that can be downloaded from the EPA website.

The Application Budget must be completed and submitted with the Application Form (Part A).

**Do not PDF**. The Application Budget must be submitted in EXCEL format only.

1. Licensing and compliance history under NSW environment protection laws

### 15a. Instances of non-compliance

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 the *National Parks and Wildlife Act 1974, Protection of* *the Environment Operations Act 1997* (POEO Act),POEO (Waste) Regulation 2014 and the *Native Vegetation Act 2003*?

[ ]  Yes [ ]  No

### 15b. Details of non-compliance

If you answered YES to Question 15a, please provide details below and identify what improved processes you have implemented to correct these breaches. (Attach additional supporting information, if needed.)

|  |
| --- |
|  |

1. POEO Act

### 16a. Contravention of the POEO Act

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

### 16b. Details of contravention

If you answered YES to Question 16a, please answer ALL questions below

|  |  |
| --- | --- |
| The date(s) of the contravention |  |
| The sections or clauses contravened |       |
| The person(s), including the full names of any relevant directors or managers, who contravened the sections or clauses |       |
| The nature of the contravention |       |
| The waste activities being undertaken at the time of the contravention |       |
| The amount in tonnes and types of waste (including by waste classification) involved |       |

# Part C: Project Plan, including risk management

This part of the application form is a separate Word document and can be downloaded from [the EPA website](https://www.epa.nsw.gov.au/working-together/grants/infrastructure-fund/product-improvement-program). Please complete the Project Plan **and submit it with your entire application. DO NOT PDF.**

1. Project plan completion
2. Have you completed each part of the Project Plan template?
3. [ ]  Yes
4. Project benefits

### 18a. Benefits of the Triple Bottom Line outcomes

It is expected that the project will implement best practice environmental sustainability. Explain how you intend to achieve this. Also describe any other benefits of the project ‘Triple Bottom Line’ outcomes.

* Sustainability/environmental
* Economic
* Social

|  |
| --- |
|  |

### 18b. Economic or social benefits to local and/or broader community

Clarify how this project will provide economic or social benefits to the local and/or broader NSW community. Include additional jobs created both during construction and ongoing, new or expanded waste services, and procurement of goods and services (including communications, advertising, technical, financial and transport).

|  |
| --- |
|  |

1. Project delivery experience

Describe any experience your organisation has in delivering similar types of projects.

|  |
| --- |
|  |

1. Management systems

Does your organisation have formal management systems for quality, environmental management and/or work, health and safety (WHS)?

|  |  |  |  |
| --- | --- | --- | --- |
| Management system | System in place and internally audited | System in place and independently audited | System in place and independently audited/certified to ISO9001, ISO14001, OHSAS 18001 or other |
| Quality | [ ]       | [ ]       | [ ]       |
| Environmental management |       |       |       |
| Work, health and safety (WHS) |       |       |       |
| Describe the management systems you have in place and how they are reviewed and improved |
|       |

1. Conflict of interest

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.

|  |
| --- |
|  |

1. Third-party assistance

List all parties that have contributed to the submission of this application.

|  |  |  |
| --- | --- | --- |
| Name of third party | Type of assistance | Aspect of application and costs assisted with |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. Authorisations

Include the names of two office bearers in your organisation (e.g. general manager, chairperson, managing director, treasurer, chief executive officer or executive officer) who can attest to the accuracy of the information within the application.

**Please ensure both office bearers sign below. You may wish to print, sign and scan this page as a separate document.**

|  |  |
| --- | --- |
| Name |       |
| Title/position |       |
| Organisation |       |
| Email |       |
| Phone |       | Mobile |       | Date |       |
| Signature (upload image) |  |

|  |  |
| --- | --- |
| Name |       |
| Title/position |       |
| Organisation |       |
| Email |       |
| Phone |       | Mobile |       | Date |       |
| Signature (upload image) |  |

1. What happens if I supply false or misleading information?

Applicants must certify that all the information in the application is true and correct. Note: If applicants supply information as part of the application that is false or misleading, the application will not be considered. Further, if after the grant has been awarded it is discovered that information supplied was false or misleading, 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.

1. Feedback (optional)

Please provide some basic feedback on your experience with applying to the Product Improvement Program - Research and Development. All feedback will be collated to provide an overall picture and used to assist with the development of future EPA documentation.

**1. Time taken to develop your project for this application** (including negotiation with project partners and/or stakeholders)

[ ]  Fewer than 3 days [ ]  3–5 days [ ]  6–8 days [ ]  More than 8 days

**2. Time taken to complete the EPA Application Form**

[ ]  Less than 1 day [ ]  1–2 days [ ]  3–4 days [ ]  More than 4 days

**3. Ease of completing the application**

[ ]  Very easy [ ]  Easy [ ]  Moderate [ ]  Difficult [ ]  Very difficult

**4. Contact with the EPA** (all that apply)

[ ]  EPA [ ]  Webinar [ ]  Workshops

|  |  |
| --- | --- |
| Other (please specify) |  |

**5. Where did you hear about this program?**

|  |
| --- |
|  |

**6. Any other comments or suggestions**

|  |
| --- |
|  |

1. Enquiries

For all enquiries about this program please contact the EPA Program Manager using the details below.

Telephone: (02) 9995 6920

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

1. Application submission

It is recommended that you read all sections of the Guide for Applicants, particularly those sections covering the objectives of the program, funding and eligibility and assessment criteria.

**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:

* Answer **all** questions in Part A: Application Form.
* Type only in the spaces provided in the Application Form.
* Submit Part B: Application Budget as an Excel document. **Do not PDF**.
* Submit Part C: Project Plan as a Word document. **Do not PDF**.
* Have your application authorised 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 (e.g. title page and executive summary). If submitting a PDF, do not lock the document because documents cannot be merged into the review package.
* Submit the entire application by **one** of the methods below (i.e. email or posted USB). **Do not** email **and** post. Hard copies will not be accepted. Email is the preferred option. Posted USB applications must be **received** on or before the closing date.
* **Do not fax** any part of the application.
* **Do not ZIP** application documents. **ZIP files cannot be accepted** by the EPA.
* Ensure the email subject line format is as follows: Organisation Name – PIP Round 2 Application.
* Submit one application per email. If you have more than one application, number them accordingly (e.g. Organisation Name – PIP Round 2 Application – 1).
* If the application or any of the files within it exceeds 20MB, submit the application in a series of emails, e.g. submit the Application Form in one email, and attachments in another email. Please use the following subject line for the emails: Organisation Name – PIP Round 2 Application – Email 1 of 2, and Organisation Name – PIP Round 2 Application – Email 2 of 2.
* Submit your Application Form and all other documents by the closing date: **4pm Friday 26 July 2019.**

The Application Form and other relevant documents must be submitted to and received by the EPA by the **closing date: 4pm Friday 26 July 2019.**

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

**Post USB to:** NSW Environmental Protection Authority

PO Box 668

PARRAMATTA NSW 2124

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

EPA 2019P1645
June 2019