



Waste Less Recycle More  
Organics Infrastructure Fund

Organics Market Development Grant Program  
**Stream One: Product Quality**

Guidelines for grant applicants

**Applications open up to 15 November 2016**

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# 1. Organics Market Development Grant Program

## Introduction

The \$70 million Organics Infrastructure Fund ('the Fund') was set up by the *Waste Less Recycle More* initiative established by the NSW Environment Protection Authority (EPA). The Fund aims to drive food waste avoidance and promote reuse, improve food and garden organics recovery and recycling from households and businesses, facilitate an ongoing increase in the market demand for recycled organics products, and improve the organics regulatory framework. The Organics Market Development Program is a \$3 million component of the Fund.

This call for applications is for **Stream One: Product Quality**. Applications are invited for projects of between \$10,000 and \$50,000. Grants will be awarded to organisations that demonstrate that they can best deliver outcomes that will support improving the quality of recycled organics products, thus leading to improved market confidence and expanded markets.

Applications are accepted at any time up to **15 November 2016**. Funded parts of projects must be completed and evaluated by 30 June 2017. It is recommended that project applications are developed in consultation with the EPA. Applications will then be assessed by a technical review panel, to be convened by the EPA as needed.

## Guidance on how to apply

This document includes necessary information and guidance for organisations applying for a grant under the Organics Market Development program **Stream One: Product Quality**.

Organisations are invited to submit applications using the *Waste Less Recycle More* Stream One: Product Quality Grant Application Form, which includes 3 parts – **Part A: Application Form**; **Part B: Project Plan**; and **Part C: Project Budget**. Applicants should use these guidelines to ensure their application is complete, eligible and meets all requirements to enable it to be considered.

## Background information

### Role of the 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 on 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* (POEA Act).

### Waste Less Recycle More

In February 2013 the NSW Government launched the five-year \$465.7 million *Waste Less Recycle More* initiative to assist communities, business and industry across NSW to reduce waste, increase recycling, meet recycling targets and achieve the goals in *NSW 2021: A plan to make NSW Number One*.

The initiative is made up of a:

- \$250 million Waste and Recycling Infrastructure Package, consisting of a:
  - **\$70 million Organics Infrastructure Fund and Program**
  - \$70 million Community Recycling Centre Fund
  - \$60 million Waste and Recycling Infrastructure Fund

- \$35 million Business Recycling Fund
- \$15 million Recycling Innovation Fund
- \$137.7 million Supporting Local Communities Fund, including:
  - \$38.7 million Waste and Sustainability Improvement Payment Transition Fund
  - \$70 million Local Government Waste and Resource Recovery Fund
  - \$13 million Voluntary Regional Local Government Fund
  - \$9 million Regional Waste Avoidance and Resource Recovery Strategy Fund
  - \$7 million Regional Landfill Consolidation Fund
- \$58 million Illegal Dumping Fund
- \$20 million Litter Fund.

The \$70 million Organics Infrastructure Fund and Program consists of:

- \$17 million Local Government Organics Collection Grants and Program
- \$43 million Organics Infrastructure Grants and Program
- \$2.7 million Food Waste Avoidance Education Grants and Program
- **\$3 million Organics Market Development Program**
- \$4.3 million Organics Odour, Compliance and Procurement Support Program

## Organics Infrastructure Fund

*Waste Less Recycle More* is investing \$70 million under the Organics Infrastructure Fund to support and encourage the recycling of food and garden organics that would otherwise go to landfill. The Fund recognises that because food and garden waste accounts for up to 45% of household red lid bins going to landfill, the diversion of organics is critical to achieving the NSW Government's ambitious *NSW 2021* and *Waste Avoidance and Resource Recovery Strategy 2014–2021* targets.

The Organics Infrastructure Fund includes four sub-programs that integrate all the components required to successfully divert food and garden waste from landfill and recycle it, including avoidance, management, treatment and recovery. It includes funding for:

- community education and awareness
- local council kerbside collection systems
- organics processing, including large and small scale infrastructure and equipment and onsite processing options
- markets for composted organics
- regulation and compliance

## Organics Market Development Grant Program

The Organics Market Development Grant program has been developed to support market development activities that will improve the demand for compost.

It aims to facilitate the transition of the current supply-driven market for recycled organic material to a market demand model whereby there are robust, sustainable and well-distributed markets for recycled organic products across NSW.

It supports other programs under *Waste Less Recycle More* that will be increasing supply of recycled organics, including:

- Local Government Organics Collection System grants, which will increase the percentage of NSW households with kerbside organics collection systems from 56% to 70% by 2017, to divert an extra 155,000 tonnes of organics waste from landfill each year.

- Organics Infrastructure (large and small) grants, which are providing new infrastructure to process food and garden organics, increasing processing capacity in NSW by at least 200,000 tonnes a year
- the Business Recycling Program, which is providing free Bin Trim assessments to 20,000 small to medium business and rebates of up to \$25,000 for equipment to improve recycling, including for food and garden waste. Six Industrial Ecology Networks are supporting opportunities for recycling and reuse in medium to large enterprises.

### Objectives of the program

The objectives of the Organics Market Development Grant Program are to:

- facilitate the expansion of the NSW markets for recycled organic materials by an additional 70,000 tonnes by June 2017
- reduce contamination from source-separated organics collection systems to improve end market confidence in recycled organic products
- change awareness, knowledge, behaviours and practices around the use of recycled organic products.

### Program structure

The Organics Market Development Grant Program has two grants streams:

**Stream One: Product Quality** – open for applications for grants of between \$10,000 and \$50,000 to contribute to projects that will improve product quality and/or understanding of the benefits of quality product.

Grant payments will be based on performance milestones and will be subject to satisfactory performance and reporting.

**Stream Two: Market Development** – contestable funding for projects that will develop new markets or expand existing markets for recycled organics. Grants are available for projects that will lead to:

- Increasing sales of existing products into existing markets (market penetration)
- Increasing sales of existing products into new markets (market development)
- Developing and selling new products into existing markets (new product development)
- Developing and selling new products into new markets (diversification)

See *Stream Two: Market Development – Guidelines for grant applicants* for more details on this stream.

Grant payments will be based on performance milestones and will be subject to satisfactory performance and reporting.

## Stream One: Product Quality

**Stream One: Product Quality** aims to support an increase in the ongoing diversion of food and garden organic material from landfill by awarding grants of \$10,000 to \$50,000 to appropriate organisations to contribute to projects that will improve product quality and/or an understanding of the benefits of quality product. Approximately 15% of the funding will be available under this stream.

Grants will be available for activities which will lead to:

- new or amended standards
- new or amended product specifications
- contamination mitigation strategies
- tools that will support the development of products that meet market requirements.

## Fund administration and governance

**Stream One: Product Quality** grants are administered by the EPA.

Applications will be assessed by an expert Technical Review Panel (TRP) convened by the EPA. The TRP will consider the applications and make recommendations to the EPA based on the assessment criteria outlined on page 8 of this document. The panel will comprise EPA representatives and at least one independent technical expert.

The panel will meet as required to consider applications and recommend projects for funding to the EPA Director Waste and Resource Recovery and/or the Chief Executive for approval (subject to financial delegations).

Grant applications can be submitted at any time up to 1 pm 15 November 2016.

The grant funding will be distributed in milestone payments. Payments will be dependent on the grantee demonstrating they have achieved the performance requirements linked to each milestone, as well as providing satisfactory milestone reports. Milestones will be detailed in the approved project plan.

## Funding agreements

Successful grantees will be required to sign the Deed of Agreement. The Deed of Agreement contains the conditions of the grant and reporting requirements.

The grantees will be required to provide milestone reports, detailing project and financial performance. A final evaluation report will also be required.

If the project hires staff, salaries are expected to be in line with industry standards. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting work health and safety requirements.

## Duration of the grant

Applications are accepted at any time up to **15 November 2016**. A Draft Final Report should be submitted for approval no later than **1 June 2017**.

All funded activities must be finished and evaluated by **30 June 2017**.



## 2. Are you eligible to apply?

### Who can submit an application?

All applicants must be legally constituted entities. Grants under this program are made to organisations, not to individuals. Applications will be open to local councils, government, public and private sector organisations, industry associations and community organisations. Projects that demonstrate a strong partnership approach connecting potential customers through the supply chain are encouraged.

Companies that process recycled organics are not eligible to apply individually for funding.

Applicants must demonstrate the capacity to deliver ongoing market development/expansion outcomes for recycled organics in NSW and to deliver on the proposed project plan.

Applicants must be able to demonstrate that they have the capacity to manage the grant funds to a standard acceptable to the NSW Government.

### Fit and proper person requirements

Applicants must also be a fit and proper person, as defined under s. 83 of the [Protection of the Environment Operations Act 1997](#) (POEO Act).

The EPA will consider an applicant's compliance history 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*, POEO Act and the *Native Vegetation Act 2003*.

In addition, applicants are not eligible for the grant if, on or after 1 January 2013 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 s. 88 of the Act.

For the purposes of this matter, the relevant provisions of the POEO Act are ss. 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB or 211 or Part 2 of the Protection of the Environment Operations (Waste) Regulation 2005 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 order or 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.

### What will be funded?

The focus of **Stream One: Product Quality** is building and expanding the market for recycled organics in NSW by improving product quality to build market confidence and improve understanding of the benefits of using recycled organics. Grants will be available for activities which will lead to:

- new or amended standards
- new or amended product specifications
- contamination mitigation strategies
- tools that will support the development of products that meet market requirements.

Funding of between \$10,000 and \$50,000 will be available to contribute to project costs. Grant applications will be accepted on an ongoing basis until 15 November 2016 and will be assessed on the criteria contained in these guidelines or any subsequently published guidelines. Please check the EPA website to ensure that you have the latest version of these guidelines.

## **Contribution from other sources**

Applicants are required to meet at least 20% of the project costs with cash and/or in-kind contributions. Applicants need to provide details of cash and 'in-kind' contributions in their Budget form.

A well-documented contribution from the applicant and other sources will improve a project's value for money proposition.

## **What will not be funded?**

Funds will not be provided for:

- projects that are not consistent with the objectives of the Organics Market Development Grant Program
- projects which do not actively share information
- projects which are research only
- general organisational administration that is not directly related to the Organics Market Development grant
- projects that have already received funding from another source for the specific items in the grant application.
- work conducted outside NSW or projects sourcing organic materials from outside NSW
- direct land application of recycled organics without pasteurisation or composting.

## **Other funding conditions**

The successful grantee will be required to prepare and submit a Project Plan for approval, provide progress reports and evaluation information as part of the conditions of funding. See '5: Other information' section of this document for further details.

## 3. Assessment

### How will project proposals be assessed?

Applications will be assessed by a Technical Review Panel (TRP) convened by the EPA. The panel will comprise EPA representatives and at least one independent technical expert.

The TRP will consider the applications and make recommendations to the EPA based on the assessment criteria outlined on page 8 of this document.

The TRP will assess applications based on the information provided in the application form and supporting documentation. Applicants must use the Application Form. The Application Form contains questions that relate to each of the selection criteria.

Applicants are encouraged to read these guidelines carefully and then discuss their proposed project with the EPA before finalising and submitting their Application Form for formal assessment by the TRP.

## Assessment Criteria

### Stream One: Product Quality Grant

#### **1. A clear and credible description of the proposed project activity (Questions B1–B1.2 and also complete and attach Part B: Project Plan form as ‘Attachment A’ (20% of the assessment score)**

- The project proposal must be clearly articulated and show strong evidence of a planned and strategic approach for implementation of the project.
- The project proposal must demonstrate a well-reasoned and clear link between the project activities and the achievement of the organics market development objectives.

#### **2. Alignment with the Fund’s objectives (Question B2–B2.2) (20% of the assessment score)**

- Show strategic alignment of the project with the Organics Market Development Grant Program objectives.
- Show how specific market segments or market approaches are characterised.
- Outline a communication strategy targeting key audiences.

#### **3. Capacity and commitment to manage the project (Questions B3–B3.3) (20% of the assessment score)**

- The organisation must demonstrate a capacity to manage and deliver the project.
- Show that there is sufficient commitment (financial, organisational and industry support) to deliver the proposed project successfully.
- Show that the organisation demonstrates an understanding of the regulatory requirements for recycled organics application.

#### **4. Risk management, metrics and evaluation (Question B4 – B4.2) (20% of the assessment score)**

- Provide an understanding of the risks that may be encountered by the proposed project, sufficiently detailing mitigation strategies and capacity to manage them successfully to deliver the project and achieve the outcomes.
- Provide a credible outline of data collection to assess project progress.
- Provide a credible outline of the data and methodology used for project evaluation.

#### **5. Value for money (Questions C1–4 and complete and attach Part C: Project Budget spreadsheet as ‘Attachment B’ (20% of the assessment score)**

- The budget should be credible and show evidence of considered project planning.
- The budget should include the cash and/or in-kind contribution to the project.
- Provide confirmation that any complementary funding sources required to successfully deliver the proposed project have been secured.

## How to apply

Complete the following components (all three parts must be submitted with your application):

- **Part A:** Application Form
- **Part B:** Project Plan
- **Part C:** Project Budget

Use this guide, *Organics Market Development Grant Program – Stream One: Product Quality – Guidelines for grant applicants*, when completing the application.

## Where to submit the application

**Email:** [organics.recycling@epa.nsw.gov.au](mailto:organics.recycling@epa.nsw.gov.au) with subject line: **Waste Less Recycle More Stream One: Product Quality.**

## Who to contact for assistance

If you require help with your application, please contact:  
EPA Organics Unit on (02) 9995 6874

## Following submission

After an application is registered, the EPA will email the applicant confirming receipt.

The TRP will convene within four weeks of the application being formally received. A decision on funding can be expected within four weeks of the TRP providing the EPA with its assessment and recommendations.

## 4. Guide to completing the application form

### Section A: Registration and administration

<b>A1</b>	<b>Eligibility</b>
	You must tick all the boxes to be eligible for funding
<b>A2–A8</b>	<b>Organisation’s details (the lead organisation administering the project, if the proposal is submitted by a partnership)</b>
	Questions A2–A8 require details about your organisation and potential partnership.

### Section B: Project proposal

#### Assessment Criterion 1: A clear and credible description of the proposed project activities (Questions B1–B1.2)

<b>B1</b>	<b>Project description</b> Complete <b>Part B: Project Plan</b> form and include as Attachment A to your application. This Project Plan is an important part of the resources that you provide for the grant assessment.
	This project plan must give the Technical Review Panel a clear guide as to the feasibility and appropriateness of your project. It must detail your objectives, design, methodology, and key steps.
<b>B1.1</b>	<b>One-page narrative</b> Provide a one page description of your project.
	This one page must provide a narrative of your project to give the Technical Review Panel an appreciation that you have both planned your project in detail and have a coherent and clear vision of the project’s outcomes.
<b>B1.2</b>	<b>Project summary</b> Provide a summary description of your project (~100 words). This summary may be used for <i>Waste Less Recycle More</i> promotion
	This 100-word summary of your project will need to be succinct and include the main activities and outcomes that you want to achieve. If your application is successful and you are awarded a grant, then this summary will be published on the EPA website and provided to media. The summary should be a punchy, plain English statement that explains to an external audience what the project is about and the benefits it aims to deliver. <i>Project X will...It’s important because... When it is finished the project will ...</i>

## Assessment Criterion 2: Alignment with fund objectives (Questions B2–B2.2)

<b>B2</b>	<p><b>Fund objectives</b></p> <p>Briefly explain how your organisation will support the following objectives of the Organics Market Development Grant Program:</p> <ul style="list-style-type: none"> <li>• Facilitate the expansion of the NSW markets for recycled organic materials by an additional 70,000 tonnes by June 2017.</li> <li>• Reduce contamination from source-separated organics collection systems to improve end market confidence in recycled organic products.</li> <li>• Change awareness, knowledge, behaviours and practices around the use of recycled organic products.</li> </ul>
	<p>You will need to explain how your project will deliver on one or more of these objectives, including how its impact will contribute to sustainable market development.</p>
<b>B2.1</b>	<p><b>Markets targeted</b></p> <p>What market(s) will your project target? Why have you chosen this market?</p> <p>What is your estimate of the potential size of this market(s) and how have you calculated that potential?</p>
	<p>If you are developing a specification, standard or similar tool, you need to explain the extent of this market and the effect that developing the specification will have on expanding the market.</p> <p>You need to specify the market(s) that your project targets and the reason for choosing this market. The EPA-commissioned Recycled Organics Market Analysis, undertaken between June–September 2014 by The Right Mind International (TRMI), identified three broad markets with the largest potential for development in NSW:</p> <ul style="list-style-type: none"> <li>• pasture</li> <li>• broad acre cropping</li> <li>• urban amenity.</li> </ul> <p>You are not limited to these markets, and you may have data and/or experience that gives you insight into specific segments of those broad market categories.</p> <p>Alternatively, your target market may be based on other criteria such as proximity to a processing site.</p>
<b>B2.2</b>	<p><b>Communications and extension</b></p> <p>How will you communicate your project’s outcomes to the target market, the NSW organics processing industry and the broader community?</p>
	<p>This program will be funding projects which have the best potential to lead to a sustained increase in market expansion. The communication strategy will be an essential tool supporting that expansion.</p> <p>Current market expansion is driven by the recycled organics processing industry and it will be necessary to ensure that recycled organics processors are aware of any initiatives that will increase the demand for recycled product.</p> <p>It is also important for the community to understand what happens to their recycled organics, for example, initiatives such as social media promotion can assist councils</p>

	increase householder awareness.
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### Assessment Criterion 3: Capacity and commitment to manage the project (Questions B3–B3.2)

<b>B3</b>	<p><b>Project management</b></p> <p>Detail how your organisation will manage the project. (If you intend to use sub-contractors please indicate here the anticipated roles of the sub-contractors and indicate how these sub-contractors will be managed.)</p>
	<p>Outline the management and reporting process for the project within your organisation and across any partnerships.</p> <p>Please outline the personnel involved in managing your project. If relevant, attach a summary CV of the relevant skills and experience of staff you anticipate being involved in this project.</p> <p>If you are planning to involve sub-contractors and their details are known, please append their details and list their relevant experience.</p>
<b>B3.1</b>	<p><b>Organisational capacity</b></p> <p>Describe the capacity of your organisation to implement the project successfully. Include points such as a brief financial status, an outline of your organisational structure that will support the project and outline any partnership(s) that will support the delivery of your project.</p>
	<p>Explain the capacity of your organisation to undertake the financial and time commitments that the project will entail.</p> <p>Whereas the previous question, B3, requests information relating to how the project will be managed, this question seeks to understand the supporting infrastructure around that management. This will assist the TRP in assessing the resilience of your organisation in the face of unexpected events, cost overruns (no additional funding will be available from this grant program for your project) and staff turn-over.</p> <p>A successful project will require the project manager to have access to a range of skills including, for example, marketing, an understanding of recycled organics, and an understanding of one or more market sectors for recycled organics.</p>
<b>B3.2</b>	<p><b>Product quality</b></p> <p>How will you ensure that recycled organics used or specified in your project are of suitable quality and are fit-for-purpose? How will you ensure that these products satisfy the EPA’s Resource Recovery Exemptions and Resource Recovery Orders? <a href="http://www.epa.nsw.gov.au/wasteregulation/recovery-exemptions.htm">www.epa.nsw.gov.au/wasteregulation/recovery-exemptions.htm</a></p>
	<p>The development of markets is dependent on producing and promoting products that are fit-for-purpose and which are produced in accordance with Resource Recovery Orders and applied in accordance with Resource Recovery Exemptions.</p> <p>All projects are also expected to use, where relevant, AS4454 certified products.</p> <p>If you are involved in developing a specification or standard, please indicate how this will contribute to the development of products that meet quality requirements of your target market.</p>



### Assessment Criterion 4: Risk management, metrics and evaluation (Question B4–B4.2)

<b>B4</b>	<b>Risk management</b> Please summarise the main risks that your project may entail and your proposed mitigation measures.			
Demonstrate an understanding of the risks involved with delivering your project, and outline the mitigation strategies to deal with these risks. For assessing risk and for planning prevention or mitigation attach a table using the following headings and the Risk Evaluation Scale below.				
Potential Risk <b>Step 1</b>	Likelihood <b>Step 2</b>	Impact <b>Step 3</b>	Score <b>Step 4</b>	Prevention/mitigation options <b>Step 5</b>

Risk Evaluation Scale				
Likelihood 	Very Likely	Medium	High	Extreme
	Likely	Low	Medium	High
	Unlikely	Low	Low	Medium
		<b>Minor</b>	<b>Moderate</b>	<b>Major</b>
		Impact 		

<b>B4.1</b>	<b>Project measurement and evaluation: Project progress</b> What data will you use to assess the progress of your project and demonstrate that the project has achieved each milestone? How will you capture this data?
	Data collection and analysis will be important to demonstrate that your project is progressing and meeting its milestones.
<b>B4.2</b>	<b>Project measurement and evaluation: Project outcomes</b> What methodology and data will you use to evaluate the success of your project? How will you capture this data?
	You will have to provide a final evaluation report that sets out key activities and results of the project, this report will need to contain your final outcome measures. (This report will also need to include an independently certified financial statement of expenditure.)

## Section C: Funding

### Assessment Criterion 5: Value for money (Questions C1–C4)

<b>C1</b>	<b>How much funding are you seeking from the EPA?</b>		
	Grants of between \$10,000 and \$50,000 are available under this stream.		
<b>C2</b>	<b>Project budget.</b>		
	Provide a detailed project budget as 'Attachment B' to this application (using the Excel spreadsheet, (Part C: Project Budget) as a guide). Please provide a summary of that budget here (i.e. a list of the total project unit costs and the funding you are seeking for each from the EPA).		
	Projects must be worth at least between \$12,500 and \$62,500 because at least 20% of the total project budget must be contributed by the applicant in cash or in-kind. You will need to detail the total project costs in the budget.		
<b>C3</b>	<b>Please provide details of all complementary resourcing (cash or in-kind)</b>		
	<b>Project Item</b>	<b>Cash Contribution</b> \$	<b>In-Kind</b> (\$ equivalent)
	Project items can be either paid for in cash, delivered in-kind, or can be financed by a combination of these two sources. These items must make up at least 20% of total project cost and must comprise eligible items.		
<b>C4</b>	<b>Resources from other sources</b>		
	List any grants that you (the applicant, partners and sub-contractors listed in this application) have/will receive relating to the activities proposed in this project. <b>Note:</b> this grant will fund additional work above existing commitments. It will not fund work that would have been undertaken as part of agreed commitments or existing programs or business activities.		
	<b>Funding/payment source</b>	<b>Agency providing the funding/payment</b>	<b>Amount of funding/payment</b>
			<b>Describe the relationship to this project</b>

## 5. Other information

The information provided in this section outlines the general conditions of funding for the successful grantee.

### Deed of Agreement

**Important:** The successful grantee will be required to enter into a performance-based Deed of Agreement, which will stipulate all funding obligations and conditions.

### Other requirements

The successful applicant will also be required to:

- seek **prior approval** in writing to vary proposed Project outputs, milestones and budget
- provide **milestone reports** and comply with all conditions contained in the Deed of Agreement
- provide a **final evaluation report** that sets out key activities and results of the project, including an independently certified financial statement of expenditure, to enable the EPA to assess the Project's outcomes
- **acknowledge** the support of the NSW Government's *Waste Less Recycle More* initiative in all promotional material or any public statement(s) about the project.

The EPA will monitor progress of projects. Funding will be provided in staged payments. Continuing payments will be based on demonstrated achievement of performance milestones, satisfactory milestone reports and compliance with the Deed of Agreement.

Grantees must use the monies received in the grant solely for the purpose of carrying out/delivering the approved Project. Statements of Expenditure together with receipts for equipment purchases will be part of the project's reporting requirements. Any unexpended monies must be repaid to the EPA.

### Confidentiality

The EPA will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

We will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the EPA are subject to the *Government Information (Public Access) Act 2009*.

### Intellectual property

The applicant must own or be able to lawfully use any intellectual property required to carry out the project. The applicant will be required to grant the EPA (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

### Insurance and indemnity

The applicant will be required to hold broad form public liability insurance and, where applicable, professional indemnity insurance and workers' compensation insurance. The applicant will be required to indemnify the EPA for all losses and/or damage arising from the project.

## Tax

Goods and Services Tax (GST) applies to payments made under the grant program provided the recipient is registered for GST. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that potential recipients seek independent legal and financial advice if uncertain of their taxation obligations.