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Waste Less, Recycle More Initiative

Product Improvement Program: Round 2

Application Form:   
Stream 1 (Infrastructure)

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 current owner and operator of a materials recovery/reprocessing facility that is licensed (or that commits to become licensed if this project requires it) by the NSW Environment Protection Authority (EPA)? | Choose an item. |
| * a NSW industry seeking to increase recovery of waste materials going to landfill | Choose an item. |
| * a manufacturer of recycled content products? | Choose an item. |
| **2.** Is your organisation one of the following:   * a council, regional organisation of councils or other local government-controlled organisation (or deemed to have the same local government function) | Choose an item. |
| * a non-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-/)) with an established legal status | Choose an item. |
| * a non-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-/)) without a legal status that is able to be administered by another organisation | Choose an item. |
| * a company or partnership as defined under the Commonwealth *Corporations Act 2001* | Choose an item. |
| * a State Government entity? | Choose an item. |
| **3.** Does your organisation (or any directors/managers of your organisation) have a history of compliance with NSW environment protection laws? | Choose an item. |
| **4.** Does your organisation have a clear project proposal that will:   * co-invest in infrastructure projects that improve the quality of materials produced by materials recycling facilities (MRFs) to better supply local and international markets and reduce the amount of unrecyclable material left at the end of the recycling process   OR   * increase the capability and capacity to recover and reprocess waste materials in NSW   OR   * increase the use of recycled content in the manufacture of products within NSW   OR   * increase the amount of waste materials recycled in NSW and divert additional waste from landfill by accelerating and stimulating investment in recycling infrastructure   AND   * require capital funding assistance AND the equipment has not yet been purchased? | Choose an item. |
| **5.** Will your organisation, a project partner or a related organisation transport waste 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 NO to all options in Question 1, NO to all options in Question 2, NO to either of Questions 3 –4 or YES to Question 5 you are not eligible for this grant funding. If you still believe the grant is relevant to your operation, please contact the 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 – Budget and finance templates
  + Application Budget
  + Financial Analysis
  + Cost-benefit Analysis (projects of $1 million or more only)
* Part C – Project Plan
* Part D – Processing Capacity and Throughput.

Note: If the total value of your project is $1 million or more (considered to be a large project) you must complete the Cost-benefit Analysis (Part B) in addition to the Financial Analysis (Part B). Applicants whose total project value is less than $1 million (considered to be a small–medium project) do not need to submit the Cost-benefit Analysis but can provide it to strengthen their applications.

**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.
* Contact the relevant consent authority (council or Department of Planning) to discuss your proposal.
* Familiarise yourself with planning approvals required for the project to proceed. Applications that demonstrate that required planning approvals can be obtained in a timely manner will have a greater chance of success.
* Grants are available from **$50,000 and up to $1,000,000** for eligible organisations. Please refer to the Funding and Eligibility section of the Guide for Applicants.
* The EPA can provide up to eight hours of business case support and review to applicants. Additional hours may be available for applicants demonstrating hardship. Please see the Guide for Applicants for more details on how to access this service.

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](mailto: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](mailto:infrastructure.grants@epa.nsw.gov.au)

Post a USB to: NSW Environmental Protection Authority

PO Box 668

PARRAMATTA NSW 2124

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 |  |
| Project description:  Please provide a brief (maximum 100-word) summary of your project, describing the proposed changes to the facility and the expected outcomes, e.g.   * improved quality of recycled materials * greater access to end-markets * increased reprocessing capacity * increased recycled content in manufacture of products.   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 that owns and operates the resource recovery/  
manufacturing facility requesting the funding. Applications will not be accepted from third parties.

See the Funding and Eligibility section of 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**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Organisation |  | | | | | |
| 1. ABN |  | | 1. Registered for GST | |  | |
| 1. Postal address |  | | | | | |
| 1. Suburb/Town |  | 1. State |  | 1. 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Title |  | | 1. First name |  | | | 1. Surname |  |
| 1. Position |  | | | | | | | |
| 1. Phone | |  | | | 1. Mobile |  | | |
| 1. Email | |  | | | | | | |

### 2c. Alternative contact

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Title |  | | | 1. First name |  | | | 1. Surname |  |
| 1. Position | | |  | | | | | | |
| 1. Phone | |  | | | | 1. Mobile |  | | |
| 1. Email | |  | | | | | | | |

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

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

1. 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.

The nominated primary contact for the lead organisation 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.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Organisation 2 | |  | | | | | | |
| 1. Contact person |  | | | | | | | |
| 1. ABN |  | | | 1. Email | |  | | |
| 1. Postal address | |  | | | | | | |
| 1. Suburb/Town | |  | 1. State | |  | | 1. Postcode |  |
| 1. Phone | |  | 1. Mobile | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Organisation 3 | |  | | | | | | |
| 1. Contact person |  | | | | | | | |
| 1. ABN |  | | | 1. Email | |  | | |
| 1. Postal address | |  | | | | | | |
| 1. Suburb/Town | |  | 1. State | |  | | 1. Postcode |  |
| 1. Phone | |  | 1. Mobile | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Organisation 4 | |  | | | | | | |
| 1. Contact person |  | | | | | | | |
| 1. ABN |  | | | 1. Email | |  | | |
| 1. Postal address | |  | | | | | | |
| 1. Suburb/Town | |  | 1. State | |  | | 1. Postcode |  |
| 1. Phone | |  | 1. 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.

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

1. Legal status of your organisation

What is the legal status of your organisation? Select ONE only.

Local government organisation

Regional organisation of councils

Other local government-controlled organisation

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

State Government entity

1. Other (please specify below)

|  |  |
| --- | --- |
| 1. Provide information about your organisation and what it does |  |

1. Project location
2. Specify where your project is located.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Name of site |  | | | | |
| 1. Owner of site |  | | | | |
| 1. Address |  | | | | |
| 1. Suburb/Town |  | 1. State |  | 1. Postcode |  |

1. Geographical reach

### 5a. Primary area

1. 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. LGA |  |  | 1. [Find out which LGA](http://www.olg.nsw.gov.au/find-my-council) I am in. |
| 1. State electorate |  |  | 1. [Find out which state electorate I am in](https://roll.elections.nsw.gov.au/areafinder). |

### 5b. Secondary area(s)

1. If your project involves more than one LGA, or is drawing waste from, or supplying recycled material to, areas outside your LGA, please list them below.

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

### 5c. Latitude and longitude

1. 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’?

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Latitude (decimal degrees) |  | 1. Longitude (decimal degrees) |  |

1. Overview of the project

### 6a. Project category

What is the project type? Select only ONE box from the following choices.

(See the ‘Funding and eligibility’ and ‘Targeted funding’ sections of the Guide for Applicants for help with understanding your project type.)

Sorting/processing improvements

Reprocessing

Manufacture of recycled content products

### 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?
* What equipment or plant will be used?
* What is the source of your waste material?
* What is the demand for your end product/material?
* Why is the project needed?

|  |
| --- |
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### 6c. 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).

|  |
| --- |
|  |

### 6d. Insurance

1. 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:

|  |  |
| --- | --- |
| 1. Company |  |
| 1. Policy numbers |  |
| 1. Coverage |  |
| 1. Currency (expiry date) |  |

### 6e. 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).

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Description |
| **Milestone 1**  Commencement |  | As a guide, Milestone 1 should be in November 2019 |
| **Milestone 2** |  | Project design and detailed costing; development consent and Environment Protection Licence obtained |
| **Milestone 3** |  | Project construction/installation |
| **Milestone 4** |  | Project commissioned and estimated project completion |
| **Milestone 5** |  | Project operational and six months of data recorded |

Criterion 1. The project offers a credible business case and has clear potential to become business as usual after the grant is concluded.

Note.There are two markets:

* one for **supply** of recyclate/waste materials (Questions 7 and 8)
* one for **demand** for the recovered resources (Question 10).

**Supply**: In the Supply section (Questions 7 and 8), list current contracts for supply (or evidence that materials can be obtained at suitable cost to your organisation), expected source of additional materials (if any), competition for source material, etc. The information you provide in Questions 7 and 8 should align with the forecast waste tonnages and types you provide in the Processing Capacity and Throughput attachment.

1. Existing contractual arrangements

If applicable for supply of waste to the facility, provide details of exisiting contractual arrangements.

|  |  |  |
| --- | --- | --- |
|  | Supplier 1 | Supplier 2 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Date when agreement ends |  |  |
| Provisions for renewal |  |  |
| Proportion of supply required  to be diverted from landfill  (0–100%), if applicable |  |  |

|  |  |  |
| --- | --- | --- |
|  | Supplier 3 | Supplier 4 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Date when agreement ends |  |  |
| Provisions for renewal |  |  |
| Proportion of supply required  to be diverted from landfill  (0–100%), if applicable |  |  |

|  |  |  |
| --- | --- | --- |
|  | Supplier 5 | Supplier 6 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Date when agreement ends |  |  |
| Provisions for renewal |  |  |
| Proportion of supply required  to be diverted from landfill  (0–100%), if applicable |  |  |

1. Expected supply of any additional source material

If applicable, provide details of expected supply of any additional source material.

|  |  |  |
| --- | --- | --- |
|  | Supplier 1 | Supplier 2 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Where does their waste currently go? |  |  |
| Why do you expect this additional supply and how likely is it to occur? |  |  |
| If applicable, what gate fee do you expect them to pay? |  |  |
| Why will they use your new service at this rate? |  |  |

|  |  |  |
| --- | --- | --- |
|  | Supplier 3 | Supplier 4 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Where does their waste currently go? |  |  |
| Why do you expect this additional supply and how likely is it to occur? |  |  |
| If applicable, what gate fee do you expect them to pay? |  |  |
| Why will they use your new service at this rate? |  |  |

|  |  |  |
| --- | --- | --- |
|  | Supplier 5 | Supplier 6 |
| Supplier name |  |  |
| Estimated annual tonnage supplied to your facility |  |  |
| Where does their waste currently go? |  |  |
| Why do you expect this additional supply and how likely is it to occur? |  |  |
| If applicable, what gate fee do you expect them to pay? |  |  |
| Why will they use your new service at this rate? |  |  |

1. Competition

Describe the competition that currently exists in the market for the source material that you propose to accept as part of the improvements to your facility. Please include both short-term (i.e. life of project) and longer-term (i.e. beyond project) supply.

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1. Expected demand for your end products

Provide letters of intent or other verification of this information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Market/buyer | Your product  (one per line) | Product/supplier being replaced  (as relevant) | Tonnes per annum | Price per tonne | Why will they buy your product at this rate? | Local or export market |
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1. Resource recovery exemption standards, orders and/or specifications

List any [resource recovery exemption standards, orders and/or specifications](https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/resource-recovery-framework/current-orders-and-exemption) you will be required to meet.

|  |  |  |  |
| --- | --- | --- | --- |
| Product description | Tonnage per annum | Product application | Status of regulatory compliance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. Trend prices for the target recovered resource

Considering the last three years, indicate trend prices for the target recovered resource.

Increasing

Decreasing

Stable

Fluctuating

Recovered resources of this type have not been marketed for three years or longer

1. Other (please specify below)

|  |
| --- |
|  |

Criterion 2. The project proposes a suitable way to increase the recovery of resources and keep them within the circular economy.

1. Current process

Describe the process of your current facility, or operation. Include, at the minimum, details of:

* recycling/reprocessing/manufacturing performance (type and capacity)
* types of materials processed and the efficiency
* process improvements that have been identified as priorities.

|  |
| --- |
|  |

1. Infrastructure required

Describe what infrastructure is required to address the objectives of this program. Why did you choose this particular infrastructure and/or process? Include, at the minimum, answers to the following questions:

* What is the selected technology/process?
* How mature is the technology/process?
* Are there any reference sites where the technology/process is currently in use?
* How suitable is the technology/process to the targeted waste and waste stream?
* How suitable is the technology/process for the facility?

|  |
| --- |
|  |

Criterion 3. The project complies with relevant planning and environmental regulations.

1. Approvals and EPA licences held

What approvals and EPA licences do you currently hold for this facility or operation?

|  |  |
| --- | --- |
| Development consent: Provide specific details (e.g. date of approval, waste acceptance limits, types of waste permitted and storage limits). Provide a copy of your current development consent showing relevant information. |  |
| Environment Protection Licence details |  |
| Details of other relevant approvals/licences/permits |  |

1. Planning consent

If planning consent is required for this project, what planning approvals are you planning to seek and what is the likely time frame for consent? If no additional approvals are required, provide evidence to support this (e.g. correspondence with relevant consent authority).

|  |
| --- |
|  |

1. Consultation

Describe the consultation that has been done with your planning consent authority (e.g. relevant council and/or Department of Planning) on the proposed changes to your facility, or operation.

Provide the following supporting information to strengthen your application:

* evidence of discussions with the relevant consent authority (e.g. emails, letters and details of meetings)
* any other material that demonstrates required approvals will be achieved in a timely way.

|  |
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1. Consultation on Environment Protection Licence

If your current facility or operations are to be modified, describe what consultation has been done with the EPA and your local council regarding your Environment Protection Licence. What research or investigations are required and what is the likely time frame for licence amendments? If you do not yet have an Environment Protection Licence, or believe it is not required for your proposed project, please provide details below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Name of EPA  officer consulted |  | Date of EPA consultation (telephone/email, etc.) |  |

1. Licensing and compliance history under NSW environment protection laws

### 19a. 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 *Native Vegetation Act 2003*?

Yes  No

### 19b. Details of non-compliance

If you answered YES to Question 19a, 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

### 20a. 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

### 20b. Details of contravention

If you answered YES to Question 20a, 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 |  |

Criterion 4. The project addresses current needs in the resource recovery sector and may have broader benefits to the NSW community.

You will need to be able to demonstrate the following outcomes (Questions 21 – 25) as the project progresses.

1. Amount sorted/reprocessed/diverted from landfill

Provide the following information in the separate Processing Capacity and Throughput spreadsheet **(Part D)**:

* quantity of waste (tonnes per annum), by stream, expected to be received (inputs) at the facility over 10 financial years (i.e. 2019/20 to 2028/29)
* quantity of waste (tonnes per annum) expected to be sorted, re-processed at facility and/or diverted from landfill over 10 financial years (i.e. 2019/20 to 2028/29).

1. Capacity to develop the domestic recycling industry

Detail how this project will contribute to the development of the recycling industry in NSW. Please include the estimated number of tonnes of waste materials diverted from landfill/reduced from stockpiles, or increased production or use of products manufactured from recycled raw materials.

|  |
| --- |
|  |

1. Local community and broader benefits to NSW

Detail 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. Evidence of sustainability

It is expected the project will show evidence of sustainability in design/implementation. Please detail how you intend to achieve this. This could include the design, building, upgrading or enhancement of a facility. For example:

* use of LED lighting or incorporating natural lighting
* orientation of a building
* use of renewable energy sources
* rainwater harvesting
* use of recycled materials in construction
* reuse of excavated fill
* use of alternatives to concrete or minimising concrete use.

|  |
| --- |
|  |

1. Project impacts

The following project measures will be used to estimate the expected impacts of your project. Only complete those that are relevant to your project. Write N/A (not applicable) for project measures that are not relevant to your project. **Note:** Measures marked as ‘mandatory’ must be completed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Code | Project measure | Definition | Unit of measurement | Projection |
| **Stakeholder and community education and participation** | SC3 | Consultants/contractors engaged using EPA funds | The number of individual contractors and/or consultants who are funded using EPA grant funds  Total hours contributed by those contractors/consultants funded directly from the EPA grant | Number of individuals |  |
| Combined hours contributed |  |
| SC4 | People employed not using EPA funds **(mandatory)** | The number of non-EPA funded staff who contribute to the project (e.g. council staff or staff employed by other organisations)  Non-EPA funded staff primarily refers to in-kind contributions from paid staff  The total combined hours of non-EPA funded staff that were contributed to the project | Number of individuals |  |
| Combined hours contributed |  |
| SC10 | Training sessions conducted | This can include:   * training sessions * seminars * workshops * conferences   If your project records against this project measure, you must also **report on project measure SC12** | Number |  |
| SC12 | People trained | The number of people trained or who attended activities associated with project measure SC10 | Number |  |
| SC16 | Individuals potentially reached **(mandatory)** | Project reach refers to the potential for people to hear about your project and its outputs. It can often be difficult to determine project reach, so an estimate based on the expected audience for your communication strategy should be used (e.g. estimates of local radio station listener numbers and newspaper distribution numbers) where you intend to publish/promote your work | Number |  |
| **Economic** | EC1 | Funding spent with NSW suppliers ($)  **(mandatory)** | The amount of grant funding spent within NSW with NSW businesses/suppliers | Dollars |  |
| EC2 | Additional annual turnover ($/year) **(mandatory)** | Estimate of the additional annual turnover that will result from this project | Dollars |  |
| EC5 | Other cash contributed to the project ($) **(mandatory)** | The total cash contributions that are directly made to this project, but which come from sources other than the EPA (e.g. partners, community groups, donors and grantee organisation). This information should come from your project budget | Dollars |  |
| EC6 | Total amount of in-kind support contributed ($)  **(mandatory)** | The support made to this project by way of in-kind contributions (e.g. non-EPA funded salary equivalents, services, materials, venue access and vehicle use). This information should come from your project budget | Dollars |  |
| EC7 | Ongoing employment **(mandatory)** | Estimate of how many new ongoing jobs will be created because of the project | Number of individuals |  |

# Part B: Application Budget

Criterion 5. The project represents value for money to the EPA and provides economic benefit to NSW.

This section of the application requires the completion of attachments.

Note: Use the templates supplied and submit them as Excel spreadsheets. **Do not PDF.**

The Application Budget (Part B) is 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).

1. Complete a Financial Analysis for your project

Provide an overview of the Financial Analysis and submit your completed template with your Application Form. This template can be downloaded from the website. Note: It may help to transfer key information from the Financial Analysis template to the box below.

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Note: If your total project value is **$1 million or more** (regardless of the amount of funding requested) you **must** complete:

* a Cost-benefit Analysis – the Excel template can be downloaded from the website
* Question 27 below.

1. Complete a Cost-benefit Analysis for your project

The Cost-benefit Analysis must comply with the NSW Government Guide to Cost-Benefit Analysis and include calculations for the list of non-market values, included in the template provided, to be considered eligible:

* identify all costs (e.g. capital, operating, maintenance and provision for contingencies)
* identify the benefits (e.g. avoided costs, savings, and revenue from sale of recovered materials)
* identify and quantify the non-market values
* assess net benefits (using the discounted stream of costs and benefits based on NSW Treasury’s economic appraisal guidelines), and include data on
  + net present value with and without grant funding
  + cost-benefit ratio
  + internal rate of return (percentage)
  + dollars of grant funding per tonne of additional material recycled
* sensitivity testing (analyse options under different scenarios and discount rates)
* document all references to data sources and assumptions.

For further guidance on conducting a Cost-benefit Analysis, applicants should refer to the NSW Government Guide to Cost-Benefit Analysis (accessible from the [NSW Treasury website](http://www.treasury.nsw.gov.au/)) and consider applying for the EPA business case support. Please see the ‘Business case support’ section of the Guide for Applicants.

Provide an overview of the Cost-benefit Analysis here and submit your completed template with your application. The template can be downloaded from the EPA website.

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1. Project status

Would the project go ahead without funding from this program?

Yes, the project is already scheduled

Yes, but it would commence later

Yes, but it would be different

No, the project would not go ahead

1. Funding impact

If you answered yes to Question 28, how will funding from this program change its implementation?

**Note:** In your explanation, please include the simple payback period with and without funding and what steps have been undertaken to date. Explain any barriers this funding will help overcome.

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1. Operational life span of the infrastructure and equipment

Detail the operational life span of the infrastructure and equipment.

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1. Funding from other sources

List any other grants or payments you (i.e. the applicant and partners listed in this application) have received/will receive relating to this project, that the EPA and other State or Commonwealth agencies have issued/will issue.

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

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| --- | --- | --- | --- |
| Funding/payment source | Agency providing the funding/payment | Amount of funding/ payment ($) | Describe the relationship to this project |
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# Part C: Project Plan, including **risk** management

Criterion 6. The applicant has a demonstrated ability to deliver the project on time and to a high standard.

Part C (Project Plan) is a separate [Word](http://www.environment.nsw.gov.au/grants/160134-project-plan-resourcerec.docx) document and can be downloaded from the EPA website. Please complete the Project Plan and **submit it with your entire application.** **DO NOT PDF**.

Please also answer the questions that follow.

1. Project plan completion

Have you completed each part of the Project Plan template?

Yes

1. Management systems

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Management system | 1. System in place and internally audited | 1. System in place and independently audited | 1. System in place and independently audited/certified to ISO9001, ISO14001, OHSAS 18001 or other | |
| 1. Quality |  |  |  | |
| 1. Environmental management |  |  |  | |
| 1. Work, health and safety (WHS) |  |  |  | |
| 1. Describe the management systems you have in place and how they are reviewed and improved | | | |
|  | | | |

1. Key personnel

Please provide details of key individuals involved in the project from the applicant organisation or the lead organisation of an alliance/partnership. Attach each person’s CV to the back of the application (maximum two pages per person).

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| --- | --- |
| Name | Position title |
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1. Applicant organisation background

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| --- | --- | --- | --- |
| Number of years trading |  | Years under current executive |  |
| Full-time employees |  | Total full-time equivalent workers (e.g. volunteers) |  |

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.

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1. Third-party assistance

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

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| --- | --- | --- |
| 1. Name of third party | 1. Type of assistance | 1. Aspect of application and costs assisted with |
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1. Business case support

### 38a. Access to business case support

Did you access the EPA’s business case support program? See the ‘Business case support' section of the Guide for Applicants for information about how to access support to prepare business cases.

Yes  No (go to Question 39, Authorisations)

### 38b. Type of business case support received

If you answered YES to Question 38a, please tick all that apply.

Market analysis

Technical analysis

Financial analysis

Cost-benefit Analysis

Planning and licensing analysis

Project planning

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.

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

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| --- | --- | --- | --- | --- | --- |
| 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 subsequently 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 – Infrastructure. All feedback will be collated to provide an overall picture and used to assist with the development of future EPA documentation.

1. **1. Time taken to develop your project for this application** (including negotiation with project partners and/or stakeholders)
2. Fewer than 3 days  3–5 days  6–8 days  More than 8 days
3. **2. Time taken to complete the EPA Application Form**
4. Less than 1 day  1–2 days  3–4 days  More than 4 days
5. **3. Ease of completing the application**
6. Very easy  Easy  Moderate  Difficult  Very difficult
7. **4. Contact with the EPA** (all that apply)
8. EPA  Webinar  Workshops

|  |  |
| --- | --- |
| 1. Other (please specify) |  |

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

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1. **6. Any other comments or suggestions**

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1. Enquiries

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

1. Telephone: (02) 9995 6920
2. Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)
3. 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 the Processing Capacity and Throughput as an Excel document. **Do not PDF**.
* Submit Part C: Project Plan as a Word document. **Do not PDF**.
* Submit the Cost-Benefit Analysis and Financial Analysis as Excel documents. **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 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 exceed 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 relevant documents must be submitted to and received by the EPA by the **closing date: 4pm Friday 26 July 2019.**

1. **Email:** [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)
2. **Post USB to:** NSW Environmental Protection Authority
3. PO Box 668
4. PARRAMATTA NSW 2124
5. Any application that is late or incomplete will not be considered.

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June 2019