Waste Less, Recycle More Initiative

Waste and Recycling Infrastructure Fund

Resource Recovery Facility Expansion  
and Enhancement Grants Program

Round 5 Application Form

Stream 1 – Large projects

Closing date: 5pm Wednesday 20 December 2017

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EPA 2017P0305  
October 2017

Instructions: How to complete this form

* You should only complete this form if your project is valued at over $1million, regardless of the amount of grant funding requested (i.e. Stream 1 – large projects).
* Complete the eligibility checklist below first to ensure you are eligible to apply prior to continuing.
* Answer all questions in the Application form. Incomplete or ineligible applications will not be considered. Where a question does not apply, write ‘not applicable’ or preferably briefly explain why.
* All ‘Stream 1’ applications must complete and attach the following documents with their submission – **DO NOT PDF**.
  + - Application Budget (Part B) as an Excel spreadsheet
    - Project Plan form (Part C) as a Word document
    - Financial Analysis as an Excel Document
    - Cost-Benefit Analysis as an Excel Document
    - Waste tonnage forecasts (Part D)
* Submit your application by the closing date: **5pm Wednesday 20 December 2017**

Application checklist

Are you eligible to apply?

|  |  |
| --- | --- |
| **Eligibility criteria** | Select Yes or No |
| 1. Does your organisation currently own and operate a resource recovery facility that is licensed by the NSW Environment Protection Authority? | Choose an item. |
| 1. Is your organisation one of the following types:  * Council, regional organisation of councils or other local government controlled organisation * 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 * 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 are able to be administered by another organisation * Company or partnership as defined under the Corporations Act | Choose an item. |
| 1. Does your organisation have a history of compliance with NSW environment protection laws? | Choose an item. |
| 1. Does your organisation have a clear project proposal that will  * increase the amount of waste material recycled at your site * AND which requires capital funding * AND the equipment has not yet been purchased. | Choose an item. |
| 1. Will your organisation, a project partner or related organisation transport or arrange the transport of waste generated in NSW for disposal outside of NSW at any time during the life of any grant awarded.   Should it be discovered that your organisation is 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 any of questions 1 - 4, or YES to question 5 you are probably not eligible for this grant funding. If you still believe that the grant funding is relevant to your operation, please contact the EPA before preparing or submitting an application.

Which application forms do you need to complete?

Stream 1 applicants must submit the following forms and templates with this application. All forms and templates are available from the EPA’s website.

Part A Application form (this form)

Part B Budget and finance templates

1. Application Budget
2. Financial Analysis
3. Cost benefit analysis

Part C Project Plan

Part D Waste tonnage forecasts

General information

* Read the Guide for Applicantsbefore you start to fill out this application form.
* Grants available: greater than **$100,000 and up to $1,000,000** for eligible organisations. Please refer to the Eligibility section of the Guidelines.
* **Note** that up to eight hours of business case support and review is available for applicants from the EPA and additional hours may be available for applicants demonstrating hardships. Please see Guidelines for more details on how to access this service.

Enquiries

NSW Environment Protection Authority

Telephone: (02) 9995 6920

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

Completed applications with all attachments must be submitted to the NSW Environment Protection Authority by **5pm Wednesday 20 December 2017** via email to: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au).

Any applications that are late or incomplete will not be considered.

Part A: Application form

Completed applications with all attachments must be submitted to the NSW Environment Protection Authority by **5pm Wednesday 20 December 2017** via email to: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au).

Any applications that are late or incomplete will not be considered.

1 Application snapshot

|  |  |
| --- | --- |
| Applicant organisation |  |
| Project title |  |
| Funding requested |  |
| Project description.  Please provide a 100 word, maximum, summary of your project, describing the proposed changes to the facility and the expected increase in the amount of material recycled. This summary will be used to promote your project on the Environmental Protection Authority website, and media releases. |  |

2 Project category. What is the project type?

Select only **ONE** box from the following choices. (See page 2 of the Guidelines for applicants for category definitions).

Enhancement

Expansion

Enhancement and expansion

3 Project location – please specify where your project is located.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of site |  | | | | |
|  | | | | | |
| Owner of site |  | | | | |
|  |  | | | | |
| Address |  | | | | |
|  |  | | | | |
| Suburb/Town |  | State |  | Post code |  |

4 Geographical reach

Primary area. This must be the local government and state electorate for the project site address. To help you, please use the links below to confirm the correct council and state electorate are being selected.

|  |  |  |  |
| --- | --- | --- | --- |
| Local government area |  |  | [Find out which is my local council](http://www.olg.nsw.gov.au/find-my-council) |
|  | | | |
| State electorate |  |  | [Find out which state electorate](http://streetlist.elections.nsw.gov.au/) I’m in |

Secondary areas. If your project involves several local government areas (LGA), or is drawing waste from, or supplying recycled material to, areas outside your LGA, please list them below.

|  |  |  |  |
| --- | --- | --- | --- |
| Local government area |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | | | |
| State electorate |  |  |  |
|  |  |  |
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|  |  |  |

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) |  |

Applicant details

The application must be submitted by the organisation which owns and operate the resource recovery facility. Applications will not be accepted from third parties.

See page 2 of the guidelines for the eligibility of your organisation to apply for a grant. Please ensure that your organisation meets the eligibility criteria before submitting your application.

5 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.

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

6Organisation details: individual application (if your application is from an alliance or partnership, please go to question 9)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation |  | | | | |
|  | | | | | |
| ABN |  | | Registered for GST | |  |
|  | | | | | |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |

7 Primary contact person for this project

The nominated primary contact must be available to respond to questions and requests for information from the EPA during the application assessment process (October to December 2017) and, if the application is successful, for the duration of the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  | | | | | |
| Position |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Mobile |  |
|  |  | | |
| Email |  | | |

8 Alternate contact person for this project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  | | | | | |
| Position |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Mobile |  |
|  |  | | |
| Email |  | | |

If this application is not an alliance/partnership, go to question 13.

9 Organisation details: application by an alliance or partnership

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lead applicant |  | | | | |
|  |  | | | | |
| ABN |  | | Registered for GST | |  |
|  | | | | | |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |

10 Primary contact person for this project

**Note:** Please ensure that there is a contact person available at all times during the application assessment period October – December 2017.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  | | | | | |
| Position |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Mobile |  |
|  |  | | |
| Email |  | | |

11 Alternate contact person for this project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Surname |  |
|  | | | | | |
| Position |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Mobile |  |
|  |  | | |
| Email |  | | |

12 Contact details for partners in the alliance. Details of lead organisation to be completed at 9

A Memorandum of Understanding or letter from each partner confirming 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 if you are successful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 1** |  | | |
|  |  | | |
| Contact Person |  | | |
|  | | | |
| ABN |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |
|  | | | | | |
| Phone |  | | Mobile |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 2** |  | | |
|  |  | | |
| Contact Person |  | | |
|  | | | |
| ABN |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |
|  | | | | | |
| Phone |  | | Mobile |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 3** |  | | |
|  |  | | |
| Contact Person |  | | |
|  | | | |
| ABN |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |
|  | | | | | |
| Phone |  | | Mobile |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation 4** |  | | |
|  |  | | |
| Contact Person |  | | |
|  | | | |
| ABN |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |
|  | | | | | |
| Phone |  | | Mobile |  | |

13 Administrator details. Complete only if another organisation is going to administer this grant for you and the funds for you. See the Guidelines for further detail.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact person |  | | | | |
|  |  | | | | |
| Organisation |  | | | | |
|  | | | | | |
| ABN |  | | Registered for GST | |  |
|  | | | | | |
| Postal Address |  | | | | |
|  |  | | | | |
| Suburb |  | State |  | Post code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone |  | Mobile |  |
|  |  | | |
| Email |  | | |

14 Please provide a one page overview of your proposed project.

|  |
| --- |
|  |

15 Has your organisation received NSW Environmental Trust, OEH or EPA funding within the last three years?

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

|  |
| --- |
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|  |

16 Time frame This is when you propose to complete each milestone. Enter the dates in this question once you have completed the Application Budget (Part B).

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Description |
| **Milestone 1**  Commencement |  | As a guide Milestone 1 should be in mid-2018. |
| **Milestone 2**  Stages 1 and 2 complete |  | Project design and detailed costing. |
| **Milestone 3**  Stage 3 complete |  | Project construction/installation. |
| **Milestone 4**  Stage 4 complete |  | Project commissioned and estimated project completion. |
| **Milestone 5**  Stage 5 complete |  | Project operational and six months of data recorded. |

17 Milestone budget: Amount you are seeking from the EPA (exclusive of GST). Enter the amounts in this question from the total amounts in the Application Budget (Part B)

|  |  |  |
| --- | --- | --- |
| Milestone | Grant amount | Description |
| **Milestone 1** |  | Upon signing of the funding deed a payment of up to 40 per cent will be paid. The initial payment percentage will be determined by the EPA with individual applicants. |
| **Milestone 2** |  | At least 50 per cent split between these milestones. |
| **Milestone 3** |  |
| **Milestone 4** |  |
| **Milestone 5** |  | This must be at least 10 per cent of the total funding requested. |
| **Total amount requested** |  | Amounts must equal the amounts in Part B: Application Budget. The funding requested cannot exceed 50 per cent of eligible project costs. See Guidelines for more information. |

Project details and business case

Criterion 1: Amount diverted

18 Please provide the following information in the separate waste tonnage forecasts spreadsheet (Part D), clearly showing the additional tonnage.

a. Quantity of additional waste (tonnes per annum), by stream, expected to be received (inputs) at the facility, diverted from landfill and disposed to landfill over 10 financial years, i.e. 2017/18 to 2027/28.

b. Quantity of additional waste (tonnes per annum) expected to be processed at facility, diverted from landfill and disposed to landfill over 10 financial years, i.e. 2017/18 to 2027/28.

Criterion 2: Market analysis

**Note:** There are two markets, one for supply of waste and one for demand for the recovered resource. In this section please list current contracts for supply, expected source of additional materials, expected demand for end products, etc. The information in these questions should align with the forecast waste tonnages and types you have provided in the attachment.

19 Existing contractual arrangements for supply of waste to the facility.

|  |  |  |
| --- | --- | --- |
|  | Supplier 1 | Supplier 2 |
| Supplier name |  |  |
| Estimated annual tonnage |  |  |
| Date when agreement ends |  |  |
| What are the provisions for renewal |  |  |
| Proportion of supply required to be diverted from landfill (0-100%) |  |  |
| Describe the contractual penalties for missing the diversion target |  |  |
|  | | |
|  | Supplier 3 | Supplier 4 |
| Supplier name |  |  |
| Estimated annual tonnage |  |  |
| Date when agreement ends |  |  |
| What are the provisions for renewal |  |  |
| Proportion of supply required to be diverted from landfill (0-100%) |  |  |
| Describe the contractual penalties for missing the diversion target |  |  |
|  | | |
|  | Supplier 5 | Supplier 6 |
| Supplier name |  |  |
| Estimated annual tonnage |  |  |
| Date when agreement ends |  |  |
| What are the provisions for renewal |  |  |
| Proportion of supply required to be diverted from landfill (0-100%) |  |  |
| Describe the contractual penalties for missing the diversion target |  |  |

20 Expected supply of the **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? |  |  |
| 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? |  |  |
| 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? |  |  |
| What gate fee do you expect them to pay? |  |  |
| Why will they use your new service at this rate? |  |  |

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

|  |
| --- |
|  |

22 Please provide information on the 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 new product at this rate | Local or export market |
|  |  |  |  |  |  |  |
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23 Please list the resource recovery exemption standards, orders and/or specifications you will be required to meet.

|  |  |  |  |
| --- | --- | --- | --- |
| Product description | Tonnage per annum | Product application | Status of  regulatory compliance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

24 Considering the last three years, trend prices for the target recovered resource are?

Increasing

Decreasing

Stable

Fluctuating

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

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

Criterion 3: Technical analysis

25 Describe the process of your current facility.

Include at the minimum:

* Recycling performance (type and capacity)?
* Types of materials processed and efficiency?
* Process improvements that have been identified as priorities?

|  |
| --- |
|  |

26 Describe, based on the market analysis done, what infrastructure is required to address the gap you have identified (refer to the [draft NSW Waste and Resource Recovery Infrastructure Strategy 2017-2021](http://www.epa.nsw.gov.au/wastestrategy/infrastructure.htm)).

Include at the minimum:

* 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?

|  |
| --- |
|  |

27 What analysis has been undertaken of the infrastructure and/or processes to make your selection?

Include at the minimum:

* How suitable is the technology/process to the targeted waste and waste stream?
* How suitable is the technology/process for the facility?
* Operational performance – including any WHS considerations?

|  |
| --- |
|  |

Criterion 4: Planning and environment protection licensing and compliance

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

|  |  |
| --- | --- |
| Development consent details |  |
| Environment Protection Licence details |  |
| Details of other relevant approvals |  |

29 If planning consent is required for this project, what planning approvals are needed and what is the likely timeframe for consent?

|  |
| --- |
|  |

30 Describe what consultation has been done with your planning consent authority (e.g. council or Department of Planning and Environment) on the proposed expansion or enhancement.

|  |
| --- |
|  |

31 If a modification to your current Environment Protection Licence is needed, what research or investigations are required and likely timeframes for licence amendments?

|  |
| --- |
|  |

32 Describe what consultation has been done with the EPA and your local council regarding your Environment Protection Licence if your current facility is to be expanded or enhanced?

|  |
| --- |
|  |

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

Licensing and compliance history under NSW Environment Protection Laws

33 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 prosecution under NSW Environment Protection laws including National Parks and Wildlife Act 1974, Protection of the Environment Operations (POEO) Act 1997, Protection of the Environment Operations (Waste) Regulation 2014 and the Native Vegetation Act 2003?

Yes  No

If you answered yes to the above, please provide details below and what improved processes you have implemented to correct these breaches (attach additional supporting information if needed).

|  |
| --- |
|  |

34 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 If yes, please answer **ALL** questions below.

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

Criterion 5: Project impacts

You will need to be able to demonstrate these outcomes as the project progresses.

35 Local community benefit

Detail how this project will provide economic or social benefits to the local community it is located in. Include additional jobs both during construction and ongoing, new or expanded waste services, procurement of goods and services including communications, advertising, technical, financial, transport etc.

|  |
| --- |
|  |

36 Broader NSW benefit

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

|  |
| --- |
|  |

37 It is expected that the project will implement best practice environmental sustainability in design and implementation. Please detail how you intend to do this.

This could include the design, building, upgrading or enhancement of a facility. For example:

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

|  |
| --- |
|  |

38 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 the project measures that are not relevant to your project.

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 that 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 that 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 SC12. | Number |  |
| **SC12** | People trained | The number of people trained or who attended activities associated with project measures 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, newspaper distribution numbers etc.) where you intend to publish/promote your work. | Number |  |
| Economic | **EC1** | Funding spent with NSW Suppliers ($)  (**Mandatory**) | This measure refers to the amount of grant funding spent within NSW with NSW businesses/suppliers. | Dollars |  |
| **EC2** | Additional Annual Turnover ($/year) (**Mandatory**) | Estimate of the additional annual turnover that will result from this project. | Dollars |  |
| **EC5** | Other cash contributed to the project ($) (**Mandatory**) | This measure reports the total cash contributions that are directly made to this project, but which come from sources other than the EPA, such as partners, community groups, donors, grantee organisation, etc. This information should come from your project budget. | Dollars |  |
| **EC6** | Total amount of in-kind support contributed ($)  **(Mandatory)** | This measure captures support made to this project by way of in-kind contributions. It could include non-EPA funded salary equivalents, services, materials, venue access, vehicle use, etc. This information should come from your project budget. | Dollars |  |
| **EC7** | Ongoing employment (**Mandatory)** | Estimate of how many new ongoing jobs will be created as a result of the project. | Dollars |  |

Criterion 6: Value for money and economic benefit

This section of the application requires completion of attachments.

**NOTE**: Use the templates supplied and submit as Excel spreadsheets. **DO NOT PDF.**

Application budget

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

39 Complete the financial analysis template for your project

Provide an overview of the financial analysis here and submit your completed template with your application. These forms 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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40 Complete the cost benefit analysis template for your project

The cost-benefit analysis must comply with the Treasury Guidelines for economic analysis and include calculations for the list of non-market values, included in the template provided, to be considered eligible:

* Identify all costs (capital, operating, maintenance, provision for contingencies)
* Identify the benefits (e.g. avoided costs, savings, or 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 Guidelines), and include data on:
* net present value **with** and **without** grant funding
* benefit cost ratio
* internal rate of return (percentage)
* dollars of grant funding per tonne of additional material recycled
* Sensitivity testing (analyse option 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 [NSW Treasury’s NSW Government Guidelines](http://www.treasury.nsw.gov.au/__data/assets/pdf_file/0016/7414/tpp07-5.pdf) for Economic Appraisal and consider applying for the EPA Business Case support. Please see page 6 of the guidelines.

Provide an overview of the cost benefit analysis here and submit your completed template with your application. These forms can be downloaded from the website.

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41 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

42 If you answered yes to question 41, how will funding from this program change its implementation?

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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43 Detail the operational life-span of the infrastructure and equipment

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44 Funding from other sources

List any other grants or payments you (the applicant and partners listed in this application) have/will receive relating to this project, that the EPA and other state or commonwealth agencies have/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.

|  |  |  |  |
| --- | --- | --- | --- |
| Funding/payment source | Agency providing the funding/payment | Amount of funding/payment $ | Describe the  relationship to this project |
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Criterion 7: Demonstrated ability to deliver the project to a high standard

Project plan including risk management

This part of the application form is a separate [Word](http://www.environment.nsw.gov.au/grants/160134-project-plan-resourcerec.docx) document and can be downloaded from our website. Please complete the **document and submit with your entire application – DO NOT PDF.**

45 Have you completed your project plan?

Yes, I have completed each part of the project plan template (Part C)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Management System | System in place and internally audited | System in place and independently audited | System in place and independently audited/ certified to ISO9001, ISO14001, AS4801 or other. |
| Quality |  |  |  |
| Environmental Management |  |  |  |
| Work, Health Safety (WHS) |  |  |  |
| Describe the management systems you have in place and how they are reviewed and improved. | | | |
|  | | | |

47 Key Personnel (applicant organisation or lead organisation of alliance/partnerships)

|  |  |  |
| --- | --- | --- |
|  | Name | Position title |
| Please provide details of key individuals involved in the project. Attach CVs to the back of the application (no more than 2 pages per person). |  |  |
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| --- | --- | --- | --- |
| Number of years trading |  | Years under current executive |  |
|  |  |  |  |
| Full-time employees |  | Total full-time equivalent (e.g. volunteers) |  |

Other supporting information

48 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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49 Third party assistance. List all parties who have contributed to the submission of this application.

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| --- | --- | --- |
| Name of third party | Type of assistance | Aspect of application and costs |
|  |  |  |
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50 Business case support

Did you access the EPAs Business Case Support Program? See page 7 of the guidelines for information about how to access Business Case Support

Yes, go to Question 51  No

51 What type of business case support did you receive? Tick all that apply

Market analysis

Technical analysis

Financial analysis

Cost benefit analysis

Planning and licensing analysis

Project planning

Authorisations

**APPLICANT** 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 are able to 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.**

What happens if I supply false or misleading information?

Applicants must certify that all of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

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| Name |  | | | | |
|  | | | | | |
| Title/position |  | | | | |
|  | | | | | |
| Organisation |  | | | | |
|  | | | | | |
| Email |  | | | | |
|  | | | | | |
| Phone |  | Mobile |  | Date |  |

|  |  |
| --- | --- |
| **Signature** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | | | |
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| Title/position |  | | | | |
|  | | | | | |
| Organisation |  | | | | |
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| Email |  | | | | |
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| Phone |  | Mobile |  | Date |  |

|  |  |
| --- | --- |
| **Signature** |  |

Enquiries

NSW Environment Protection Authority

Telephone: (02) 9995 6920

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

Feedback (optional)

Please provide some basic feedback on your experience with applying to the Resource Recovery Facility Expansion and Enhancement grant program. All feedback will be collated to provide overall picture and used to assist development of future Environment Protection Authority documentation.

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

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

2. Time taken to complete the EPA application form

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

3. Ease of completing the application

Very easy  Easy  Moderate  Difficult  Very difficult

4. Contact with the EPA (all that apply)

EPA  Webinar  Workshops

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

5. Where did you hear about this program?

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6. Any other comments or suggestions.

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Application submission

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

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

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

|  |  |  |
| --- | --- | --- |
| * Answer **all** questions in Part A - Application Form. * Type only in the spaces provided in the application form. * Application budget must be submitted as an Excel document. **DO NOT PDF** * Waste tonnage forecasts must be submitted as an Excel document. **DO NOT PDF** * Project Plan form: must be submitted as a Word document. **DO NOT PDF** * Cost Benefit Analysis and Financial Analysis must be submitted using the Excel templates provided. **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 i.e. title page, executive summary, relevant pages. * Submit your entire application by **ONE** of the methods below - **DO NOT** Email AND post. **Note:** Email is the preferred option. Posted USB applications must be received on or before the closing date. * **Do not fax** any part of your application. * **Do not ZIP your application documents.** ZIP files **cannot be accepted** by the EPA. * Email subject line format must be: Organisation Name - RRFEE Round 5 Application. * One application per email. If more than one, number accordingly. i.e. *XYZ Company RRFEE Round 5 Application - 1.* * Submit your application form and all other documents by the **closing date 5pm Wednesday 20 December 2017.** | | |
| **Email to:** | infrastructure.grants@epa.nsw.gov.au | * Ensure you email your entire application, including all attachments. * **Note**: Emailed applications cannot exceed **20MB** including all attachments.  If the files exceed 20MB please submit as a series of emails. |
| **Post USB to:** | NSW Environment Protection Authority  PO Box 668  PARRAMATTA NSW 2124 | * You may submit all your forms and supporting documents on a USB. * Hardcopies will not be accepted. |

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