



Waste Less Recycle More
Organics Infrastructure Fund

Organics Market Development Grant Program

Stream Two: Organics Market Development
Part A: Application form

Closing date 11 August 2015

Submitting your application

Applications close at **1 pm 11 August 2015**.

No late applications will be accepted

Please email your completed application, including all attachments to:

organics.recycling@epa.nsw.gov.au

with subject line '**WLRM Stream 2: Organics Market Development Grant**'

Checklist

Please check you have done all the following:

read the *Guidelines for Grant Applicants* in detail

completed all parts of the application:

Part A: Application form

Part B: Project Plan

Part C: Project Budget

attached copies of Certificate of Currency for insurance, as per section A7.

Need assistance?

For any enquiries, email organics.recycling@epa.nsw.gov.au or phone 02 9995 6874.

Section A: Registration and administration

A1. Eligibility

The applicant agrees that (please tick):

the applicant will work with organic materials generated in NSW

the applicant will nominate a person as the project manager and will commit the attendance of that person to monthly meetings located in Parramatta, NSW

the market development projects proposed in the grant application will deliver program outcomes *additional* to those in place up to and including June 2015

all content prepared and activities undertaken as part of the grant project may be audited by an auditor appointed by the Environment Protection Authority (EPA)

all content prepared as part of the grant project may be included in events and publications prepared by the EPA and its contractors

the EPA will be consulted prior to entering into any commercial confidentiality agreements that may limit the EPA, and/or public access, to content prepared as part of the grant project

a senior officer in your organisation (e.g. general manager, CEO, chief financial officer, group manager, company secretary) must attest to the accuracy of the information within the application.

Applicants who do not agree to these requirements are not eligible for funding.

A2	Organisation's details (the lead organisation administering the project, if the proposal is submitted by a partnership)		
Name of organisation			
What is your ABN?		Registered for GST?	Yes or No
Street address			
Postal address			
Town/Suburb		State	Postcode
A3	Organisational status		

This section gives us important background information about the nature of your organisation and your organisation's ability to manage and capacity to deliver your project. See the *Organics Market Development Grant Program – Stream 2: Market Development – Guidelines for Applicants* for the eligibility of your organisation to apply for a grant.

A3.1	What is the legal status of your organisation? (Select only ONE box)	
<input type="checkbox"/> Proprietary limited company	<input type="checkbox"/> Incorporated association	
<input type="checkbox"/> Company limited by guarantee	<input type="checkbox"/> Other (please detail)	
A3.2	Date of formation of your organisation	

A4		Contact for correspondence			
Title		First name		Surname	
Position				Daytime phone	(0)
Mobile			Email		
A5		Contact details for Project Manager (If same as the contact for correspondence, write 'as above')			
Title		First name		Surname	
Position				Daytime phone	(0)
Mobile			Email		

A6	Name of partner organisation/s and contractors (if any)
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Partner 1

Organisation name:	
Street address:	
Postal address:	

Partner 2

Organisation name:	
Street address:	
Postal address:	

Partner 3

Organisation name:	
Street address:	
Postal address:	

A7	Insurance
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Attach copies of Certificates of Currency. Include comparable details for each proposed contractor.

Professional indemnity insurance

	Lead organisation	Partner 1	Partner 2	Partner 3
Insurer				
Sum insured				
Date of expiry				

Public liability insurance

	Lead organisation	Partner 1	Partner 2	Partner 3
Insurer				
Sum insured				
Date of expiry				

Workers compensation insurance

	Lead organisation	Partner 1	Partner 2	Partner 3
Insurer				
Sum insured				
Date of expiry				

A8 Previous grant funding

Has your organisation received a government grant in the past five (5) years? Yes No

If so please provide the name of the most recent grants and a contact for the grant administrator

Grant name:		Contact name:	
Contact email:		Contact phone:	

Grant name:		Contact name:	
Contact email:		Contact phone:	

Grant name:		Contact name:	
Contact email:		Contact phone:	

Section B: Project proposal

Project timeframe

Commencement: **Deed of Agreement acceptance date**, final reporting date no later than **1 June 2017**.

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

B1	Project Plan Please fill out Part B: Project Plan . This Project Plan will form an important part of the resources that you provide for the grant assessment.
B1.1	Project description. Please provide a one page description of your project .

B1.2	Project summary. Please provide a summary description of your project (~ 100 words) . This summary may be used for <i>Waste Less Recycle More</i> promotion.

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

<p>B2</p>	<p>Briefly explain how your project will support the following objectives of the Organics Market Development Grant Program. These objectives are focused on sustainable market expansion.</p> <ul style="list-style-type: none"> • Facilitate the expansion of the NSW markets for recycled organic materials by an additional 70,000 tonnes by June 2017 • Encourage more organics to be diverted from the source-separated Municipal solid and Commercial and Industrial waste streams by increasing the annual demand for recycled organic products • Change awareness, knowledge, behaviours and practices around the use of recycled organic products
<p>B2.1</p>	<p>Markets targeted</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>

B2.2	Communications and extension How will you communicate your project's outcomes to the extended market, the NSW organics processing industry and the broader community? (Outline only. Preparation of a detailed communication plan may be included as an activity within your project, if relevant.)

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

<p>B3</p>	<p>Project management</p> <p>Detail how your organisation will manage the project.</p> <p>(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>B3.1</p>	<p>Organisational capacity</p> <p>Describe the capacity of your organisation to implement the project successfully.</p> <p>(Include points such as a brief financial status, an outline of your organisational structure which will support the project and outline any partnership(s) which will support the delivery of your project.)</p>
<p>B3.2</p>	<p>Product quality</p> <p>How will you ensure that recycled organics used or specified in your projects 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?</p> <p>www.epa.nsw.gov.au/wasteregulation/recovery-exemptions.htm</p>

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

B4	<p>Risk management</p> <p>Explain how your organisation will identify and manage risks in implementing your Market Development Project and attach a detailed risk management framework.</p> <p>Please summarise the main risks and your proposed mitigation measures</p>
B4.1	<p>Project measurement and evaluation: Project progress</p> <p>What data will you use to assess the progress of your project and how will you capture this data? (Brief monthly reports will be required, progress reports will be required six-monthly and a final evaluation report will be required.)</p>

B4.2

Project measurement and evaluation: Project outcomes

What methodology and data will you use to evaluate the success of your project?

How will you capture this data?

Section C: Funding

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

C1	<p>How much funding are you seeking from the EPA?</p> <p>The total NSW program funding available in this grant program is \$2.55 million. Grants of between \$50,000 and \$500,000 are available. For more details see Stream Two: Guidelines for Applicants.</p>		
Years	Funds excluding GST		
2015–2016	\$		
2016–2017	\$		
TOTAL	\$		
C2	<p>Project budget</p> <p>Please provide a detailed project budget using Part C: Project Budget and attach it to this application. 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).</p>		
C3	<p>Please provide details of all complementary resourcing (cash or in-kind). You must contribute at least 20% of the total project cost in cash or in-kind.</p>		
Project item	Cash contribution \$	In-kind (\$ equivalent)	
C4	<p>Resources from other sources</p> <p>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.</p> <p>Note: 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.</p>		
Funding/payment source	Agency providing the funding/payment	Amount of funding/payment	Describe the relationship to this project

Section D: Certification

A principal of the organisation, the General Manager or an officer at Director level, must verify the accuracy of the information contained in this applications.

(If a partnership is applying, the lead organisation must verify the following section.)

I certify that, to the best of my knowledge, the information in this application is true.

If the NSW Environment Protection Authority approves this application, I will accept the conditions of the funds on behalf of my organisation.

Name: _____

Position in organisation: _____

Date: _____

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Environment Protection Authority
59 Goulburn Street, Sydney NSW 2000
PO Box A290, Sydney South NSW 1232
Phone: +61 2 9995 5000 (switchboard)
Phone: 131 555 (environment information and publications requests)
Fax: +61 2 9995 5999
TTY users: phone 133 677, then ask for 131 555
Speak and listen users: phone 1300 555 727, then ask for 131 555
Email: info@environment.nsw.gov.au
Website: www.epa.nsw.gov.au

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