

Waste Less, Recycle More

Circulate

Round three

Application form

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

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Cover: Newcastle waterfront; Photo: John Spencer/EPA

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ISBN 978 1 925688 84 9  
EPA 2017/ P0478  
January 2018

Printed on environmentally sustainable paper

|  |  |
| --- | --- |
| Lead organisation | Click or tap here to enter text. |
| Project title | Click or tap here to enter text. |
| Funding amount sought | Click or tap here to enter text. |
| Date submitted | Click or tap here to enter text. |
| Date received | To be completed by the EPA |

# Guiding notes

Please read the Circulate Round 3 Guidelines document and refer to it before and during completing your application.

Answer every question.

Questions are structured to provide an overall picture of your project to the Technical Review Committee. If the question is not relevant write “n/a” in the box to indicate you have seen the question.

Do not include attachments unless specifically requested.

## Checklist

1. Before submitting your application check you have:
2. Read the program guidelines
3. Responded to all the questions in this application form
4. Consulted with the EPA if you have any questions relating to the eligibility of your proposal
5. Attached a copy of the lead organisation’s insurance Certificate of Currency
6. Attached copies of letters of support from ALL project partners (Compulsory)
7. Attached copies of any letters of support you have from project stakeholders (Not compulsory)
8. Attached completed Equipment Funding Request Forms for any funding requests related to equipment valued over $10,000
9. Attached copies of quotes relevant to the delivery and installation of equipment, if this is being requested
10. Submit your completed application and all attachments to industrial.ecology@epa.nsw.gov.au

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1. Lead organisation details
   1. Lead organisation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation | Click or tap here to enter text. | | | | |
| ABN | Click or tap here to enter text. | | Registered for GST (Y/N) | Choose an item. | |
| Street address | Click or tap here to enter text. | | | | |
| Suburb | Click here. | State | Click here. | Postcode | Click here. |
| ACN | Click or tap here to enter text. | | |  |  |

* 1. Lead organisation contact

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | Click here. | First name | Click here. | Last name | Click here. |
| Position | Click or tap here to enter text. | | | | |
| Phone | Click or tap here to enter text. | | Mobile | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | | | |

* 1. Project manager details

As above

If the project manager is from a different organisation please provide details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation | Click or tap here to enter text. | | | | |
| Title | Click here. | First name | Click here. | Last name | Click here. |
| Position | Click or tap here to enter text. | | | | |
| Phone | Click or tap here to enter text. | | Mobile | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | | | |

1. Eligibility
   1. Legal status

**What is the legal status of the lead organisation?**

Private industry or partnership as defined under the Corporations Act.

Industrial organisation or peak council registered with the NSW Industrial Relations Commission.

Non-government/not-for-profit organisation (must comply with the [ATO’s definition](https://www.ato.gov.au/Non-profit/Getting-started/Starting-an-NFP/) ) with an established legal status.

Government agency or organisation, or government owned/controlled entity.

1. If the lead organisation does not meet one of the above definitions your project may not be eligible for funding. You can nominate another project partner to be the lead organisation on this application or contact the EPA to discuss before proceeding with this application.
   1. Insurance

**Does your organisation hold public liability insurance of $10 million, workers’ compensation and volunteer insurance?**

Yes  No

1. It is a condition of this grant that the lead organisation has adequate insurance cover. If you answered NO to the above question your project will not be eligible for consideration and you should not continue filling out this application form.

**Please provide details of your insurance.**

|  |  |
| --- | --- |
| Name of insurance company | Click or tap here to enter text. |
| Policy numbers | Click or tap here to enter text. |
| Coverage | Click or tap here to enter text. |
| Currency (expiry date) | Click or tap here to enter text. |

* 1. Project eligibility

To be considered for Circulate funding the application must meet **all** of the following eligibility criteria.

**The project diverts materials from landfill which would not be possible without the assistance of Circulate funding.**

Yes  No

**The project involves business to business transfer of materials previously sent to landfill, resulting in the retention of resources within the productive economy?**

Yes  No

**The materials diverted from landfill by this project are from the commercial and industrial (C&I) and/or construction and demolition (C&D) sectors in NSW**.

Yes  No

**The project will achieve at least the minimum tonnes diversion from landfill for one or more of the relevant waste material?** Refer to table 1 below.

Yes  No

|  |  |
| --- | --- |
| Material type | Click or tap here to enter text. |
| Tonnes to be diverted | Click or tap here to enter text. |

Table . Minimum diversion thresholds by material type

|  |  |
| --- | --- |
| Material Type | Minimum project tonnes diverted |
| Glass | 100 |
| Gyprock | 400 |
| Metals | 400 |
| Masonry | 400 |
| Organics | 80 |
| Plastics, hard/rigid | 80 |
| Plastics, soft/flexible/polystyrene | 20 |
| Textiles | 20 |
| Timber/wood | 400 |

1. If you are targeting a material that is not on this list please contact the EPA to discuss minimum diversion target before proceeding with your application.

**The total funding requested from the EPA does not exceed the maximum $/tonne set for the relevant material?** Use tables 2 and 3 below to calculate.

Yes  No

Table . Maximum cost to EPA per tonne of diversion, by material type

|  |  |
| --- | --- |
| Material Type | Maximum $/tonne |
| Glass | $200 |
| Gyprock | $50 |
| Metals | $50 |
| Masonry | $50 |
| Organics | $250 |
| Plastics, hard/rigid | $250 |
| Plastics, soft/flexible/polystyrene | $1,000 |
| Textiles | $1,000 |
| Timber/wood | $50 |

1. If your material type is not listed in the above table please contact the EPA on [industrial.ecology@epa.nsw.gov.au](mailto:industrial.ecology@epa.nsw.gov.au) or (02) 9995 6179 to discuss maximum $/tonne for your material.

Table . Maximum diversion cost to EPA calculations

|  |  |  |
| --- | --- | --- |
| Column | Description | Answer |
| A | Total funding requested from the EPA in this grant application | $Click or tap here to enter text. |
| B | Tonnes of material your project will divert from landfill | Click or tap here to enter text.tonnes |
| C | $/tonne of diversion (A÷B) | Click or tap here to enter text. $/tonne |

If **C** is equal to or less than the corresponding maximum $/tonne listed in Table 2 for your material type, then answer ‘Yes’ for this eligibility criteria.

**The first transfer of materials will occur within:**

* **6 months of grant commencement for 12-18 month projects?**

Yes  No  NA

* **12 months of grant commencement for 2-3 year projects?**

Yes  No  NA

**All of the material diversion to be funded by the EPA under this Circulate application will occur after funding is awarded and before 31 March 2021?**

Yes  No

**The project will not result in long term stockpiling of any materials.**

Yes  No

1. If you answered NO to any of these eligibility criteria, your project is not eligible for this grant funding and you should not continue completing this application form. If you still believe that the grant funding is relevant to your project please discuss with the EPA before preparing an application.
   1. Ineligible activities and expenditure

The EPA has identified certain activities and types of expenditure that cannot be funded through the Circulate program. A project containing any of the following activities and costs may be eligible for assessment however, the ineligible components will not be considered for funding, and the tonnes resulting from the activity will not contribute to overall Circulate project tonnage diversion.

**Please tick the relevant box(es) if you are seeking Circulate funding, and/or claiming tonnage diversion, for any of the following activities.**

The diversion of asbestos or asbestos-containing products.

The diversion of inert material, including VENM or ENM.

Energy from waste activities, with the exception of onsite energy generation or pyrolysis that meet the criteria and considerations set out in the [NSW energy from waste policy statement](http://www.epa.nsw.gov.au/your-environment/waste/waste-facilities/energy-recovery).

Ongoing maintenance of projects or programs to which organisations have committed as part of a previous grant or their core business operations.

The diversion of municipal waste.

The diversion of liquid or gaseous wastes.

1. The above items will not be considered for funding, and tonnes diverted as a result of any of these components will not be considered in the overall assessment of the value for money of your project.
2. Project Details
   1. Project title

**Please develop a simple title that describes your project.**

Maximum of 70 characters, including spaces.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Project duration

Your project must run for a minimum of one year and a maximum of three years. All projects must be completed by 31 March 2021.

|  |  |
| --- | --- |
| **Proposed commencement date** | Click or tap to enter a date. |
| **Proposed completion date** | Click or tap to enter a date. |
| **Total project duration** | Click or tap here to enter text. |

* 1. Project locations

**Please identify the main locations that your project will be taking place in.**

Include the generator of the greatest volume of material as the first entry on this table, and the processor of the greatest volume of material as the second entry on this table.

Table . Project locations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of site/organisation | Main function of site/organisation | Industrial ecology role  (Generator, aggregator, processor) | Local government area | State government electorate |
| *e.g. Example Tall Timbers Pty Ltd* | *Frame and truss manufacturer* | *Generator* | *Blacktown City Council* | *Blacktown* |
| Enter here. | Enter here. | Enter here. | Enter here. | Enter here. |
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* 1. Brief project description

**Please provide a brief summary of your project** (maximum of 100 words).

Information from this summary may be used to promote your project/s on the NSW EPA website and in other public promotion opportunities.

Please use plain and clear language, and do not use acronyms or industry jargon.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Project overview

**Please provide a high level overview of your project**, in 500 words or less.

Please ensure you describe your whole project, including a summary of the following.

* How will the project be carried out?
* Where will the material be coming from?
* How will the material be collected, aggregated and transported?
* How will the material be processed?
* What product or products will be produced with the diverted materials?
* What are the end markets for the new product/s? And have agreements been established with potential purchasers?
* What is the demand for end product?
* How is the project commercially-oriented?
* Why is the project needed?

|  |
| --- |
| Click or tap here to enter text. |

* 1. Commercial in confidence

**Do you require strict commercial in confidence during the assessment of this application?**

Yes  No

**If yes, please outline the aspects of your application that require strict commercial in confidence.**

|  |
| --- |
| Click or tap here to enter text. |

Please note that:

* all documents held by the EPA are subject to the [*Government Information (Public Access) Act 2009*](http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/giaa2009368/)
* the aim of Circulate is to support and promote successful industrial ecology projects in NSW, therefore funded projects will need to have significant components that can be publicised to assist other organisations seeking to achieve similar outcomes
* if your project requires elements to be kept strictly confidential, during implementation and after the project is complete, you are required to outline the specifics in section 4.5.1 of this application.

1. Assessment criteria

Your responses to these criteria will help the Technical Review Committee determine the relative merit of your project against that of other proposed projects.

* 1. Criterion one

1. **The project proposes a suitable way to divert C&I or C&D materials from landfill and keep them within the circular economy.**
2. The project applies industrial ecology principles to the movement of target materials in a manner that represents an improvement on current waste and resource recovery practices for this site and/or sector.
   * 1. Target materials

**Which of the following C&I or C&D waste materials will your project be diverting from landfill?**

Glass

Gyprock

Masonry

Metals

Organics

Plastics, hard/rigid

Plastics, soft/flexible/polystyrene

Textiles

Timber/wood

OtherEnter type

Other Enter type

Other Enter type.

**Briefly explain the importance of targeting these materials.**

|  |
| --- |
| Click or tap here to enter text. |

**Which of the following industries does your project mainly relate to? You may select more than one option.**

Agriculture, Forestry and Fishing

Mining

Manufacturing

Electricity, Gas, Water and Waste Services

Construction

Wholesale trade

Retail trade

Accommodation & Food Services

Transport, Postal and Warehousing

Information Media and Telecommunications

Financial & insurance services

Rental, hiring & real estate services

Professional, Scientific & Technical Services

Administrative & Support Services

Education & training

Health Care & Social Assistance

Arts and recreation services

Other Click or tap here to enter text.

**Where are you proposing to recover the materials from?**

Include the following information.

* Who will supply the material?
* How is this material currently managed?
* What gate fee will they be expected to pay under this project? ($/tonne) If none, please explain how costs will be recovered.
* What is your plan if the anticipated main suppliers of waste material do not supply sufficient quantities of waste material?

|  |
| --- |
| Click or tap here to enter text. |

**How are you proposing the materials will be recovered?**

Include details such as how the materials will be:

* source separated or otherwise at the site/s
* collected
* transported
* aggregated (if applicable).

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Processing

**How are you proposing to process the materials?**

Include such details as:

* the location/s the materials will be processed at
* the technologies/processes applied to the materials, e.g. chipping, shredding, chemical/heat/pressure treatment, pelletisation, reconditioning, composting, melting, grinding, gluing, bonding, etc.
* whether the technologies are new/innovative/disruptive/established/emerging
* the end products resulting from this processing.

|  |
| --- |
| Click or tap here to enter text. |

**Have you considered other ways of managing these materials?**

Yes  No

**If YES, briefly describe the methods/technologies and explain why these options are not being used in this project.**

|  |
| --- |
| Click or tap here to enter text. |

**To the best of your knowledge has work like this been undertaken elsewhere in NSW/Australia/internationally?**

Yes  No

**If yes, briefly discuss this work and explain how your project is similar or different.**

|  |
| --- |
| Click or tap here to enter text. |

Criterion two

1. **The project can and will divert the target tonnes within the planned timeframes.**
2. Supply and demand aspects of the project are well understood, logistics have been considered, and uncertainty and risks have been identified and managed.
   * 1. Supply

**Provide an overview of the minimum tonnes of material diversion that the project will achieve.**

Table . Predicted tonnes of diversion

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A. Site of origin | B. Material type | C. Tonnes of recovery  (per month) | D. For how long?  (in months) | E. Total minimum tonnes to be recovered by project end  (C x D) | F. Has the organisation provided written support for this project?\* |
| e.g. Wendy’s Wreckers | Plastic car bumpers | 0.5 tonnes | 34 | 17 tonnes | Yes |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
|  |  |  | TOTAL | Enter text |  |

\* Note:- As per section 2 of the Guidelines for Applicants.

* + Project partners must provide a letter of support as part of this application.
  + Project stakeholders are not required to provide letters of support as part of this application. However, the provision of letters of support from project stakeholders may help the Technical Review Committee determine the viability of your proposed activities.

**Provide any additional information that demonstrates the viability of sourcing the target quantities from the above organisations.**

For example:

* indicative savings to business involved
* additional benefits to businesses involved
* whether the businesses have been seeking solutions for their waste products for a while
* whether any staff engagement/education/training activities that will be undertaken to ensure materials are segregated from general waste
* whether new infrastructure will be installed to ensure appropriate segregation and collection of materials
* whether new systems and processes need to be established.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Demand

**Describe the end markets for the products/recovered resources/services produced as a result of this project.**

Potential topics for discussion include:

* what research was undertaken to determine the expected demand for the product/resource/service?
* what markets already exist for this product?
* who, what and where are the existing markets?
* does further work need to be done to expand these markets/create new markets? Does your project address this?
* what evidence can you provide that markets for the products could be growing/expanding?
* what products or services are you replacing or competing with?
* what is your plan if the anticipated main purchasers of your product/services do not purchase sufficient quantities of your product/service?

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Logistics

**Will an aggregation site or sites be used as part of this project?**

Yes  No

**If yes, provide details on the aggregation site/s.**

Include such information as:

* site name/s
* site location/s
* site owner/s
* main function of site/s
* whether or not the site/s have capacity to take the material
* indicative fee that the site/s will either charge or pay for the material and the aggregation service
* whether or not the site/s are licenced to receive and store the materials or if this is not applicable
* licence details if applicable.

|  |
| --- |
| Click or tap here to enter text. |

**If the details are already known, provide information on how materials will be transported between organisations.**

For example:

* who will be transporting the materials?
* how often will the materials be collected?
* include any relevant licencing details.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Processing

**Provide details on the proposed processing site/s.**

Include such information as:

* location/s of the processing site/s
* is this kind of recovered/recycled material already used in their processes or will this be a new/augmented aspect of their activities?
* does the processing site have capacity to receive and process additional materials?
* will the recovered materials replace raw materials?
* what modifications to processes/equipment may need to be undertaken in order to facilitate the processing of the recovered materials?
* how long will it take before the site is ready to process the recovered materials?
* how much will the site charge or pay to receive the recovered materials? (indicative costs only)
* has the organisation that owns/operates the site been engaged in discussions regarding this project?
* has the organisation that owns/operates the processing site provided written support for this project?

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Licencing and approvals

**Describe the status of the proposed processing site?**

For example:

* a suitable site hasn’t been identified yet
* a suitable site has been identified and purchase/leasing arrangements are underway
* the site is partially operational and requires some adaptation/augmentation to process the target resource
* the site is fully operational and is currently processing the target resource.

|  |
| --- |
| Click or tap here to enter text. |

**What is the Environment Protection Licensing status of the processing site?**

**Note**: To determine if your project will require an environment protection licence, consult the [EPA Guide to Licensing](http://www.epa.nsw.gov.au/licensing-and-regulation/licensing/environment-protection-licences/guide-to-licensing).

The site has no Environment Protection Licence in place and no licence will be required.

The site has no Environment Protection Licence in place but requires one.

The site has an existing Environment Protection Licence in place but needs amendment to accommodate the proposed technology/facility/change in waste stream processing.

The site has all Environment Protection Licensing in place and no further licensing is required.

Note: If your project has more than one processing site please include details of the additional sites in the box below.

**Include any additional detail about the licencing of the proposed site that may be relevant to your project.**

|  |
| --- |
| Click or tap here to enter text. |

**Describe what consultation, if any, has taken place with the EPA in relation to the licensing of the facility/technology.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of EPA officer consulted | Click or tap here to enter text. | Date of EPA consultation | Click or tap here to enter text. |
| Brief summary of consultation outcome/advice | Click or tap here to enter text. | | |

**What other relevant EPA licences do you or your project partners currently hold?**

Include all licences held for resource recovery and waste transport operations in NSW, including types of licence and licence numbers.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Uncertainty and risk

**Outline up to five potential risks and discuss mitigation strategies that you have identified for this project, using Table 6 below as a guide for how to rate risk.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  Describe a potential event or situation that could cause your project to stall. | | | |
| Enter text. | | | |
| **Likelihood rating** | **Consequence rating** | | **Risk rating** |
| Enter text. | Enter text. | | Enter text. |
| **Prevention strategy**  What actions will you or your partner organisations undertake to reduce the likelihood of the situation arising? | | **Mitigation strategy**  What actions will you or your partner organisations undertake to manage or minimise impact if the situation arises? | |
| Enter text. | | Enter text. | |

Table . Risk matrix

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **POTENTIAL CONSEQUENCES** | | | | | | | | |
| **Negligible** | | **Minor** | | **Moderate** | | **Significant** | | **Severe** |
| **LIKELIHOOD** | **Rare** | **Low** | | Low | | Low | | Moderate | | High | |
| **Unlikely** | Low | | Low | | Moderate | | Moderate | | High | |
| **Possible** | Low | | Moderate | | Moderate | | High | | Extreme | |
| **Likely** | Moderate | | High | | High | | High | | Extreme | |
| **Certain** | High | | High | | Extreme | | Extreme | | Extreme | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  Describe a potential event or situation that could cause your project to stall. | | | |
| Enter text. | | | |
| **Likelihood rating** | **Consequence rating** | | **Risk rating** |
| Enter text. | Enter text. | | Enter text. |
| **Prevention strategy**  What actions will you or your partner organisations undertake to reduce the likelihood of the situation arising? | | **Mitigation strategy**  What actions will you or your partner organisations undertake to manage or minimise impact if the situation arises? | |
| Enter text. | | Enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  Describe a potential event or situation that could cause your project to stall. | | | |
| Enter text. | | | |
| **Likelihood rating** | **Consequence rating** | | **Risk rating** |
| Enter text. | Enter text. | | Enter text. |
| **Prevention strategy**  What actions will you or your partner organisations undertake to reduce the likelihood of the situation arising? | | **Mitigation strategy**  What actions will you or your partner organisations undertake to manage or minimise impact if the situation arises? | |
| Enter text. | | Enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  Describe a potential event or situation that could cause your project to stall. | | | |
| Enter text. | | | |
| **Likelihood rating** | **Consequence rating** | | **Risk rating** |
| Enter text. | Enter text. | | Enter text. |
| **Prevention strategy**  What actions will you or your partner organisations undertake to reduce the likelihood of the situation arising? | | **Mitigation strategy**  What actions will you or your partner organisations undertake to manage or minimise impact if the situation arises? | |
| Enter text. | | Enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk**  Describe a potential event or situation that could cause your project to stall. | | | |
| Enter text. | | | |
| **Likelihood rating** | **Consequence rating** | | **Risk rating** |
| Enter text. | Enter text. | | Enter text. |
| **Prevention strategy**  What actions will you or your partner organisations undertake to reduce the likelihood of the situation arising? | | **Mitigation strategy**  What actions will you or your partner organisations undertake to manage or minimise impact if the situation arises? | |
| Enter text. | | Enter text. | |

* 1. Criterion three

1. **The lead organisation and project partners have demonstrated an ability to deliver the project to a high standard.**
2. The lead organisation and the partner organisations are capable (have the right skills, knowledge, resources and experience) to deliver this project and, where relevant, have the right networks to form new partnerships and/or broker lasting business relationships.
   * 1. Experience

**Provide three examples of specific projects you, or your partners, have been involved with that demonstrate your project team holds the relevant skills, knowledge, experience, networks and/or resources to undertake this project.**

Relevant examples could include:

* investigating and implementing the use of a new product or manufacturing process
* specific industrial ecology projects
* waste minimisation or recovery projects
* business efficiency or sustainability projects.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous project 1 | | | | | | |
| Project title | Click or tap here to enter text. | | | | | |
| Project location (Suburb/town) | Click or tap here to enter text. | | | | | |
| Date of commencement | Click or tap to enter a date. | | | Date of completion | | Click or tap to enter a date. |
| Brief project description | Click or tap here to enter text. | | | | | |
| Organisation involved in the project  This must be either the lead organisation or a project partner | | | Click or tap here to enter text. | | | |
| How was the project funded? | Click or tap here to enter text. | | | | | |
| You, or your project partner’s role in the project | Click or tap here to enter text. | | | | | |
| Project outcomes | Click or tap here to enter text. | | | | | |
| Hurdles and how they were overcome | Click or tap here to enter text. | | | | | |
| Key learnings from the project | Click or tap here to enter text. | | | | | |
| Did the project finish on time? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Did the project finish under budget? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Please provide a referee for this project, including contact information | Click or tap here to enter text. | | | | | |
| Previous project 2 | | | | | | |
| Project title | Click or tap here to enter text. | | | | | |
| Project location (Suburb/town) | Click or tap here to enter text. | | | | | |
| Date of commencement | Click or tap to enter a date. | | | Date of completion | | Click or tap to enter a date. |
| Brief project description | Click or tap here to enter text. | | | | | |
| Organisation involved in the project  This must be either the lead organisation or a project partner | | | Click or tap here to enter text. | | | |
| How was the project funded? | Click or tap here to enter text. | | | | | |
| You, or your project partner’s role in the project | Click or tap here to enter text. | | | | | |
| Project outcomes | Click or tap here to enter text. | | | | | |
| Hurdles and how they were overcome | Click or tap here to enter text. | | | | | |
| Key learnings from the project | Click or tap here to enter text. | | | | | |
| Did the project finish on time? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Did the project finish under budget? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Please provide a referee for this project, including contact information | Click or tap here to enter text. | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Previous project 3 | | | | | | |
| Project title | Click or tap here to enter text. | | | | | |
| Project location (Suburb/town) | Click or tap here to enter text. | | | | | |
| Date of commencement | Click or tap to enter a date. | | | Date of completion | | Click or tap to enter a date. |
| Brief project description | Click or tap here to enter text. | | | | | |
| Organisation involved in the project  This must be either the lead organisation or a project partner | | | Click or tap here to enter text. | | | |
| How was the project funded? | Click or tap here to enter text. | | | | | |
| You, or your project partner’s role in the project | Click or tap here to enter text. | | | | | |
| Project outcomes | Click or tap here to enter text. | | | | | |
| Hurdles and how they were overcome | Click or tap here to enter text. | | | | | |
| Key learnings from the project | Click or tap here to enter text. | | | | | |
| Did the project finish on time? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Did the project finish under budget? | Yes/No | If NO, briefly explain why not | | | Click or tap here to enter text. | |
| Please provide a referee for this project, including contact information | Click or tap here to enter text. | | | | | |

* + 1. Capabilities

**Provide an overview of the main people who will contribute to the implementation of this project.**

You are not required to fill in all of these boxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. |
| How will they contribute to the success of this project? | | Click or tap here to enter text. | | |
| Briefly describe their relevant experience | | Click or tap here to enter text. | | |

* + 1. Project manager endorsement

**Provide contact details for at least two people who can endorse the project manager’s suitability to lead this project.** The referees must be from outside the lead and partner organisations. Where possible attach a letter or email from the contact with their written endorsement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact 1** | | **Contact 2** | |
| Name: | Click or tap here to enter text. | Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. | Title: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. | Org. | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. | Phone: | Click or tap here to enter text. |
| Mobile: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |
| Relationship to the project manager: | Click or tap here to enter text. | Relationship to the project manager: | Click or tap here to enter text. |

* + 1. Performance with previous Waste Less, Recycle More grant funding

The EPA will take into consideration the previous performance of an applicant and any project partners (see guidelines for definition) who have received funding under *Waste Less, Recycle More* programs.

**In the past five years, has your organisation or any partner organisation received a grant under the NSW EPA *Waste Less, Recycle More* initiative?**

Yes  No

**If you answered yes, please provide details of up to three *Waste Less, Recycle More* grants you have received.**

|  |  |  |  |
| --- | --- | --- | --- |
| Grant name: | Enter text | Grant round: | Enter text |
| Applicant name: | Enter text | Project name: | Enter text |
| Did the project finish on time? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Did the project achieve its intended outcomes? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Briefly outline the major achievements of this project | Enter text | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Grant name: | Enter text | Grant round: | Enter text |
| Applicant name: | Enter text | Project name: | Enter text |
| Did the project finish on time? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Did the project achieve its intended outcomes? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Briefly outline the major achievements of this project | Enter text | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Grant name: | Enter text | Grant round: | Enter text |
| Applicant name: | Enter text | Project name: | Enter text |
| Did the project finish on time? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Did the project achieve its intended outcomes? | | Enter text | | |
| If not, briefly explain the reasons | Enter text | | |
| Briefly outline the major achievements of this project | Enter text | | |

* + 1. Compliance with NSW environment protection laws

**Since 1 July 2017 have you, or any partner organisation received any penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under NSW environment protection laws including *National Parks and Wildlife Act 1974*, Protection of the *Environment Operations Act 2014* (POEO Act) and *Native Vegetation Act 2003*?**

Yes No

**If yes, please outline the details of the incident.**

|  |  |
| --- | --- |
| The dates of the contravention | Enter text |
| The sections or clauses contravened | Enter text |
| The person or persons, including the full names of any relevant directors or manager, who contravened the sections or clauses | Enter text |
| The nature of the contravention | Enter text |
| The waste activities being undertaken at the time of the contravention | Enter text |
| The amount in tonnes and types of waste (including by waste classification) involved | Enter text |
| The steps taken to rectify the situation | Enter text |

* 1. Criterion four

1. **The project has clear potential to become business as usual for the participating organisations.**
2. The recovery and reuse of project resources will continue after the Circulate funding ceases because:
3. a) the material exchanges are economically viable and make good business sense, and
4. b) ongoing costs of the material exchanges can and will be absorbed by the businesses involved.

**Provide estimates of cost savings or profits for the organisations involved resulting from this project.**

Your response could include:

* current waste management costs vs estimated waste management costs
* current costs of purchasing virgin materials vs estimated costs of using recycled materials
* projections of savings over time.

|  |
| --- |
| Click or tap here to enter text. |

**Describe any other benefits for the organisations involved resulting from this project.**

Your response could include:

* increased employment opportunities
* business expansion opportunities
* improved corporate image
* proof of concept/viability.

|  |
| --- |
| Click or tap here to enter text. |

**Describe how the business relationships formed during this project will be maintained once Circulate funding ceases.**

|  |
| --- |
| Click or tap here to enter text. |

**What measures will you put in place to ensure the continuation of this project once Circulate funding ceases?**

For example:

* modification of fee structure for supply or acceptance of materials/products
* staff costs/consultant fees/marketing costs/etc written into annual operational budgets
* alternative funding sources sought
* new equipment hire/purchase budgeted for by the organisations involved
* equipment servicing and maintenance budgeted for by the organisations involved.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Criterion five

1. **The project has broader benefits for the community of NSW.**
   * 1. Industrial ecology benefits

**If this project is successful, will the organisations involved be able to roll it out to other areas/aspects of their businesses?**

Yes  No

**If yes, provide detail on how this would occur and the potential impact.**

Include details such as:

* what other areas/aspects of their business
* what other waste types, if any
* when this might occur
* how this would be funded
* the additional systems/equipment required for this to happen
* the potential outcomes, in terms of
  + tonnes of waste diverted from landfill per annum
  + savings to business
  + other.

|  |
| --- |
| Click or tap here to enter text. |

**If this project is successful how difficult or easy would it be for other organisations, not involved in this this project, to replicate the activities with funding support?**

|  |
| --- |
| Choose an item. |

**Briefly explain the rationale for your response.**

|  |
| --- |
| Click or tap here to enter text. |

**If this project is successful how difficult or easy would it be for other organisations to replicate the activities without funding support?**

|  |
| --- |
| Choose an item. |

**Briefly explain the rationale for your response.**

|  |
| --- |
| Click or tap here to enter text. |

**Are there any competitive/commercial in confidence/patent/licencing considerations that might limit the ability for this project to be shared with or replicated by other organisations, including competitors?**

Yes  No

**If YES, please discuss.**

|  |
| --- |
| Click or tap here to enter text. |

**What aspects of this project make it more likely to be replicated by other organisations?**

For example:

* involvement of a peak industry/product stewardship group
* how networked are the project team members are
* opportunity for any services rendered as part of the project (e.g. consultancy hours) to be industry funded into the future.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Other benefits

**What broader benefits, if any, does your project represent to the environment?**

|  |
| --- |
| Click or tap here to enter text. |

**What broader benefits, if any, does your project represent to the NSW community?**

|  |
| --- |
| Click or tap here to enter text. |

1. Value for money

Once the Technical Review Committee has assessed the merit of your application based on the selection criteria, a further evaluation will be made on the value for money that your project represents to the EPA.

* 1. Budget summary

**In table 7, please provide an indicative budget breakdown of the costs of this project.**

Eligible items are outlined in section 4.3 of the Guidelines for Applicants.

When filling out this table please include:

* all funding that you are requesting from the EPA and all funding that you, your project partners and project stakeholders are willing to commit to the project
* all equipment costs, including any funding that may be administered through a Bin Trim Rebate, and may therefore be in excess of the $150,000 Circulate cap.

Please round up to the nearest dollar. Do not include cents.

Table . Project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COLUMN A | COLUMN B | COLUMN C | COLUMN D | COLUMN E | COLUMN F |
| Expenditure item | Organisation the cost is incurred by | Total cost of activity ($) | Circulate funding request ($) | Cash co-contribution ($) | In-kind contribution |
| Click or tap here to enter text. | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Click or tap here to enter text. | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Click or tap here to enter text. | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
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| Click or tap here to enter text. | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Click or tap here to enter text. | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
|  | Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
|  | **TOTAL** | Enter text. | Enter text. | Enter text. | Enter text. |

Use the ‘+‘ sign at the bottom of Column F to add additional rows.

**Please explain why this project would not go ahead without funding from this program.**

This should include a description of any barriers that Circulate funding will help overcome.

|  |
| --- |
| Click or tap here to enter text. |

**If this project is part of you and/or your partners’ long term business plans, please explain how this funding would accelerate its implementation.**

|  |
| --- |
| Click or tap here to enter text. |

* 1. Other funding sources

**List any other grants that you or your project partners have received to undertake this project or related activities.**

|  |  |  |
| --- | --- | --- |
| Source of funding | Amount ($) | Relevance to this project |
| Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. |

**List any other grants that you or your project partners have applied for to undertake this project or related activities.**

|  |  |  |  |
| --- | --- | --- | --- |
| Source of funding | Amount ($) | Relevance to this project | Date of determination |
| Enter text. | Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. | Enter text. |

* 1. Funded activities
     1. Staff costs

**Are you requesting any funding support for staff costs?**

Yes  No

**If yes, provide details on this funding request.**

Include information such as:

* whether the positions are new or existing
* how the role of existing staff will change as a result of the project
* an indicative breakdown of costs, including: number of hours per month, for how many months, at what hourly wage.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Consultant costs

**Are you requesting any funding support for consultant costs?**

Yes  No

**If yes, provide details on this funding request.**

Include information such as:

* the name and relevant experience of the consultant (this can be brief if the consultant is earlier described as the Project Manager or Project Partner)
* what work will the consultant undertake
* an indicative breakdown of costs, including: number of hours per month, for how many months, at what hourly wage.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Sampling, testing and monitoring costs

**Are you requesting any funding support for sampling, testing and monitoring?**

Yes  No

**If yes, provide details on this funding request.**

Include information such as:

* what is being sampled, tested, monitored
* what frequency or quantity of tests/samples/monitoring is required
* indicative cost of sampling, testing, monitoring.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Transportation of materials

**Are you requesting any funding support for the transport of materials between sites or organisations?**   Yes  No

**If yes, please complete the following calculation.**

Circulate funding can only be used to fund transportation of the first 20% of project tonnes (see Section 3.4.4 of the Guidelines) and for transport within Australia only. This restriction is in place to encourage the development of activities that will be self-sustaining beyond the life of the grant funding.

To calculate what portion of your transportation costs can be funded through the Circulate program please answer the following questions.

Table . Transportation funding request calculations

|  |  |  |
| --- | --- | --- |
| Row | Description/calculation | Answer |
| A | The total tonnes the project will divert from landfill | Click or tap here to enter text. |
| B | Total cost of transportation of all project tonnes | Click or tap here to enter text. |
| C | Cost to transport 20% of project materials  (B x 0.2) | Click or tap here to enter text. |

1. Please check that the answer in **Row C** of **Table 8** is not greater than any transportation costs requested from the EPA in **Column D** of **Table 7**. If so, please revise the amount you are requesting in Table 7 as this is in excess of the Guidelines.

**Are you requesting any funding support for the transportation of materials out of NSW?**

Yes  No

**If yes, please provide justification as to why the materials cannot be processed in NSW.**

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Equipment hire

**Are you requesting any funding support for equipment hire?**

Yes  No

**If yes, provide details on this funding request.**

Include information such as:

* what pieces of equipment will be hired
* where will the equipment be hired from
* indicative hire costs
* include any quotes as attachments if you have them.

|  |
| --- |
| Click or tap here to enter text. |

* + 1. Equipment purchase

**Are you requesting any funding support for equipment purchase?**

Yes  No

**If yes, provide brief details on this funding request.**

Include information such as:

* what pieces of equipment will be purchased
* where will the equipment be purchased from
* indicative purchase costs
* include any quotes as attachments if you have them.

|  |
| --- |
| Click or tap here to enter text. |

**Are you requesting funding support as part of this application for the purchase of equipment that is either:**

**- a single item valued at $10,000 or more, or**

**- multiple pieces of the same equipment that equates to $10,000 or more in value?**

Yes  No

1. If yes, please complete the form in Appendix A for each piece of equipment valued at $10,000 or more, OR complete a single form for multiple pieces of the same equipment (e.g. bag stands) that equate to $10,000 or more in value.
   * 1. Other project costs

**Please detail any other project costs that have not been described in sections 5.3.1-6 above.**

|  |
| --- |
| Click or tap here to enter text. |

1. Authorisations

Include the authorisations of two office-bearers in your organisation (e.g. General Manager, Chairperson, Treasurer, Managing Director, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

Note. For the purposes of this application a digital signature/scanned image of signature is adequate.

1. **What happens if I supply false or misleading information?**
2. Applicants must certify that all the information in the application is true and correct. Please note that if applicants supply information that is false or misleading in a material matter, 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 matter, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | |
| Title/position | Click or tap here to enter text. | | |
| Organisation | Click or tap here to enter text. | | |
| Email | Click or tap here to enter text. | | |
| Phone | Click or tap here to enter text. | Mobile | Click or tap here to enter text. |
| Signature |  | Date | Click or tap to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | |
| Title/position | Click or tap here to enter text. | | |
| Organisation | Click or tap here to enter text. | | |
| Email | Click or tap here to enter text. | | |
| Phone | Click or tap here to enter text. | Mobile | Click or tap here to enter text. |
| Signature |  | Date | Click or tap to enter a date. |

Appendix

1. Appendix A. Equipment form

This form should be completed for each piece of equipment valued at $10,000 or more OR for multiple units of the same piece of equipment that are collectively valued at over $10,000.

* 1. Previous applications

Have you or any of your project partners previously applied for cofunding of this equipment through an EPA [Bin Trim Rebate](http://www.epa.nsw.gov.au/working-together/grants/business-recycling/bin-trim-rebates-program)?  Yes  No

If yes, please provide previous rebate application number(s) as issued by the EPA.

Click or tap here to enter text.

Have you or any of your project partners previously applied for co-funding of any equipment through an EPA [Bin Trim Rebate](http://www.epa.nsw.gov.au/working-together/grants/business-recycling/bin-trim-rebates-program)?  Yes  No

If yes, please provide previous rebate application number(s) as issued by the EPA.

Click or tap here to enter text.

* 1. Site details

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business name | Click or tap here to enter text. | | | | | | | | |
| Entity/trading name  (as registered with ABN) | Click or tap here to enter text. | | | | | | | | |
| Street address | Click or tap here to enter text. | | | | | | | | |
| Postal address | Click or tap here to enter text. | | | | | | | | |
| Phone | Click or tap here to enter text. | Email | | Click or tap here to enter text. | | | | | |
| Main business activity | Click or tap here to enter text. | | Number of full-time equivalent employees | | | Click or tap here to enter text. | | | |
| ABN | Click or tap here to enter text. | | |  |  | |  |  |

* 1. Organisation contact information

Provide details of the main contact person from the organisation who will manage the purchasing and installation of the equipment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | Click or tap here to enter text. | | Title | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. | Mobile | Click or tap here to enter text. | |
| Email | Click or tap here to enter text. | | | |

* 1. Other funding

Have you or any partner organisation received any funding, rebates or incentives from other programs available through the EPA or other government funded programs, in respect of the proposed equipment?

Yes No

If yes, include details below.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Equipment details

Complete the table below.

Note: Use the ‘+’ sign at the end of Row 2 to add additional pieces of equipment if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of Equipment | Type/brand/  model | Processing capacity | Quantity | Unit Cost  (excl. GST, installation and delivery) | Total Cost  (excl. GST, installation and delivery) |
| Click here | Click here | Click here | Click here | Click here | Click here |
| A. Total cost | | | | | Click here |
| B. Business contribution | | | | | Click here |
| C. Amount requested from EPA (up to 50% of A. Equipment funding cannot exceed $50,000) | | | | | Click here |

* 1. Supporting information

Have the energy, water, space, development approval and waste by products requirements been considered by the business applicant?  Yes  No

Second hand equipment will be considered if all other relevant criteria is met.

Is the equipment second hand?  Yes  No

Is the business licenced under the *Protection of the Environment Operations Act 1997* (POEO Act)?

Yes  No

If Yes, please provide licence number: Click or tap here to enter text.

* 1. Materials

List the materials to be handled by the proposed equipment.

Note: Use the ‘+’ sign at the end of Row 2 to add additional source organisations if required.

To calculate value F use value C from section 5 above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source organisation | Address | Material type | Tonnes per annum currently diverted from landfill (tonnes) | Estimated additional tonnes per annum to be diverted from landfill (tonnes) |
| Click here | Click here | Click here | Click here | Click here |
|  | D. Estimated tonnes of additional material diverted by new equipment per year | | | Click here |
|  | E. Estimated tonnes of additional material diverted by new equipment over next five years (tonnes) (D × 5) | | | Click here |
|  | F. EPA contribution per tonne over five years ($/tonne) (E ÷ C) | | | Click here |

How will this equipment assist in diverting new tonnes of material from landfill?

|  |
| --- |
| Click or tap here to enter text. |

How will outputs from this equipment be further treated/processed/disposed? Where will the outputs ultimately be recycled?

|  |
| --- |
| Click or tap here to enter text. |

* 1. Safety

What steps will be taken to ensure equipment is used safely and effectively?

Summarise relevant Work Health and Safety, initial and on-going staff training/education and maintenance plans. How will this be monitored by management?

|  |
| --- |
| Click or tap here to enter text. |

* 1. Attachments

You may wish to include the following attachments to support your application. These attachments are not compulsory at this time, however if your Circulate application is awarded funded you may be required to provide these documents in order to receive funding for the equipment.

**Equipment quote/s.**

Yes  No

The quote/s should include evidence of a minimum 12 month warranty period for the proposed equipment.

**Completed rebate calculator spreadsheet.**

Yes  No

The [Bin Trim Rebate calculator](http://www.epa.nsw.gov.au/-/media/EPA/Corporate-Site/Resources/wastegrants/160104-bin-trim-rebate-calculator.ashx) is used to see if a site can recycle enough material to be eligible for a [Bin Trim Rebate](http://www.epa.nsw.gov.au/working-together/grants/business-recycling/bin-trim-rebates-program). Please note that equipment may still be eligible for funding under the Circulate program if it does not meet the criteria for a Bin Trim Rebate.

* 1. Applicant’s (project manager’s) declaration

Do you, the applicant/project manager, have a commercial interest in the supply and/or the installation of the equipment to be installed, or in the materials that are to be diverted, processed or managed?

Yes  No

If ‘Yes’ please provide further details.

|  |
| --- |
| Click or tap here to enter text. |

* 1. Site owner’s/manager’s declaration

This section should be completed by the owner/manager of the site where the equipment will be installed. Excepting where the equipment consists of multiple small pieces of equipment to be placed at multiple sites (e.g. bag stands, tippler bins), in these cases this declaration should be made by the Lead Organisation.

I declare that the information in this form is complete, truthful and correct.

I acknowledge any disclosure by the applicant/project manager, of their business interest in the equipment to be installed, and/or the installation of those products at my business premises, and/or the materials generated by the new equipment. I note that I am free to purchase from any supplier of suitable equipment.

I have attached the preferred quote for the proposed equipment. (Not compulsory).

I am the  owner /  person with authorisation to act on behalf of the owner (tick whichever is relevant) of the premises where the equipment will be installed.

I agree to checks by the EPA and its representatives to verify installation and performance of the equipment for which the EPA has provided part funding.

Activities carried out by my business are lawful and meet regulatory and other government requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Click or tap here to enter text. | | |
| Organisation | Click or tap here to enter text. | | |
| Title/Position | Click or tap here to enter text. | | |
| Signature  This can be a digital/scanned image |  | Date | Click or tap here to enter text. |