

Bin Trim Program Round 4

Application Form

Waste Less, Recycle More
Business Recycling Fund

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*Cover image: Food waste being processed for recycling at Lilianfels Resort, Blue Mountains. Photo: Republic of Everyone.*

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# Information for applicants

Please read the *Bin Trim Round 4 Information for Applicants* document before starting your application.

Answer every question. This will help provide an overall picture of your project to the Technical Review Committee. If a question is not relevant write ‘n/a’. Consult with the Department of Planning, Industry and Environment’s Bin Trim team if you have any questions about the eligibility of your proposal.

## Checklist

Before submitting your application:

[ ]  Complete the summary table below

[ ]  Attach a copy of the lead organisation’s insurance Certificate of Currency.

[ ]  Include the signature of an office bearer from your organisation and other organisations you propose to work with (see **Section F** for details).

**Table 1: Application summary table**

|  |  |
| --- | --- |
| Application summary table |  |
| **Date submitted** |       |
| **Lead organisation** |       |
| **Main contact – contact details** |       |
| **Project title** |       |
| **Funding amount sought** |       |
| **No. of businesses to complete Bin Trim process** |       |
| **Total no. of tonnes to be diverted from landfill** |       |
|  **Reduction in waste generation (tonnes)** |       |
| **No. of tonnes to be recycled** |       |
| **To be completed by DPIE** |  |
| **Date** **received** |       |

For assistance or enquiries, email bin.trim@epa.nsw.gov.au or phone Lesley Fox
on (02) 9995 5516.

Please do not attach general company information such as brochures and pamphlets.

Submit your completed application and all attachments to bin.trim@epa.nsw.gov.au by Friday, 28 February 2020.

**Late or incomplete applications will not be accepted**.

# A. Lead organisation details

## A.1 Lead organisation type

The lead organisation must be a legal entity. Please select all that apply:

[ ]  Waste and/or recycling service provider

[ ]  Recycling infrastructure/equipment supplier

[ ]  Waste and/or recycling consultancy

[ ]  Local council

[ ]  Group of councils

[ ]  Company

[ ]  Sole trader

[ ]  Partnership

[ ]  Non-government/not-for-profit organisation

[ ]  Other (specify)

## A.2 Lead applicant details

|  |  |
| --- | --- |
| Organisation |       |
| **Registered for GST (Y/N)** |       | **ABN** |       |
| **Address** |       |
| **Suburb** |       | **State** |       | **Postcode** |       |

**ACN (if a company)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |       |       |       |       |

State of registration

## A.3 Name of any partner organisation/s and subcontractors

|  |  |
| --- | --- |
| Organisation |       |
| **Registered for GST (Y/N)** |       | **ABN** |       |
| **Address** |       |
| **Suburb** |       | **State** |       | **Postcode** |       |
| Organisation |       |
| **Registered for GST (Y/N)** |       | **ABN** |       |
| **Address** |       |
| **Suburb** |       | **State** |       | **Postcode** |       |

## A.4 Insurance

Attach copies of Certificate of Currency to emailed application.

### Public liability insurance ($10M)

|  |  |
| --- | --- |
| Name of insurance company |       |
| **Policy numbers** |       |
| **Coverage** |       |
| **Currency (Expiry date)** |       |

### Workers compensation insurance/personal accident insurance

This table is for sole traders only.

|  |  |
| --- | --- |
| Name of insurance company |       |
| **Policy numbers** |       |
| **Coverage** |       |
| **Currency (Expiry date)** |       |

Include the same details for each proposed subcontractor.

## A.5 Compliance with NSW environment protection laws

Complete for the lead applicant and any partners or subcontractors that are facility operators.

What Environment Protection Authority Licence/s do you currently hold for your facilities?

In the last five years have you or any partner organisations received any penalty notices, clean-up notices, prevention notices, license suspensions, licence revocations, conviction or prosecutions under NSW environment protection laws including *National Parks and Wildlife Act 1974, Protection of the Environment Operations Act 2014* (POEO Act) and the *Native Vegetation Act 2003*?

[ ]  Yes

[ ]  No

If you answered **yes** to the above, please provide details, including any improved processes implemented to correct these breaches (attach additional supporting information to your emailed application if needed).

Since 1 July 2017, 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 Act? See the *Information for Applicants* for more information on relevant sections of the Act and the Protection of the Environment Operations (Waste) Regulation.

[ ]  Yes [ ]  No

If you have answered **Yes** to the above, please answer **all** questions below:

|  |  |
| --- | --- |
| The date(s) of the contraventions |       |
| The sections or clauses contravened |       |
| The person or person(s), including the full names of any relevant directors or managers, who contravened the sections or clauses |       |
| The nature of the contravention |       |
| The waste activities being undertaken at the time of the contravention |       |
| The amount in tonnes and types of waste (including by waste classification) involved |       |
| Steps taken to rectify the situation |       |

If you have answered yes to the above, your organisation may not be eligible for funding.

# B. Personnel

## B.1 Project manager contact details

Provide details of the main contact person for the project in the organisation. Please nominate two contacts. At least one nominated contact must be available and authorised to negotiate during business hours at all times during the assessment period (March/April2020) if required.

|  |  |
| --- | --- |
| Primary contact | Alternative contact |
| **Name:** |  | **Name:** |  |
| **Title:** |       | **Title:** |  |
| **Phone:** |       | **Phone:** |  |
| **Mobile (required):** |  | **Mobile (required):** |  |
| **Email:** |  | **Email:** |  |

## B.2 Organisation description

Provide a brief description of your organisation, and any partner organisations, including previous project management experience, areas of relevant expertise, experience in conducting waste assessments and working with businesses to reduce their waste generation and increase recycling.

## B.3 Personnel – qualifications, skills and experience

List the persons to be employed (including partners and subcontractors) on the various components of the project, identifying each person’s proposed role and the extent of their involvement. Provide the other details as specified. Please only name staff who will actually be working on the project. Please do not provide full CVs in this document or as an attachment – a summary of relevant skills and experience is all that is required. If you need extra space, feel free to provide the information in an Excel spreadsheet instead.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name  | Organisation | Title | Role and responsibility within the project | Qualifications and relevant experience | Expected timing and duration of involvement in the project |
| **Principals** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |
| **Personnel** |       |       |       |       |       |

Will any new employees be recruited for this project?

If yes, how many do you estimate will be recruited?

# C. Project proposal

## C.1 Project timeframe

Projects can start no earlier than May 2020 and must finish no later than May 2021.

## C.2 Project budget

Nominate the amount of funding sought from a minimum $50,000 to a maximum $300,000 (ex GST). The amount must be the same as the figures in **E1. Project expenditure summary**.

**Amount sought:** **$**

**Your cash and in-kind contribution:** **$**

**Total project budget**: **$**

## C.3 Project summary and rationale

Provide a brief summary of your project (maximum of 100 words).

This should provide an overview of what your project will do and what it will achieve. Include information about the number of businesses and industry sector to be targeted, the geographic area/s to be covered, and the overall approach you will take.

Information from this summary may be used to promote your project/s online and in other public promotion opportunities.

##

## C.4 Project outputs

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sector | Target materials for recycling | Number of businesses | Small business (1-19 employees) | Medium business (20-200 employees) | Large business (200+ employees) | Estimated diversion of waste from landfill (tonnes/annum) | Estimated reduction in waste generation (tonnes/annum) | Estimated increase in recycling (tonnes/annum) |
| **Example**: offices | Paper/cardboard | 120 | 80 | 20 | 20 | 6,800 T/annum | 4,800 T/annum | 2,000 T/annum |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |       |
| **Total** |       |       |       |       |       |       |       |       |

|  |  |
| --- | --- |
| Local government areas (LGAs) to be targeted (Use list of LGA in *Information for Applicants*) |       |
| **Number of small-scale recycling equipment rebate applications to be submitted** |       |
| **Estimated cost savings/revenue to be achieved** |       |

## C.5 Project outcomes

Provide information about the key materials you will target and the expected total increase in recycling and total reduction in waste generation per annum from all businesses as a result of the grant. Provide same information for small-scale equipment rebates. Explain how these estimates have been made and identify the assumptions made in determining these estimates. Explain the risks and uncertainties around achieving these outcomes.

**A. Reduction in waste generation (tonnes)**

**B. Increase in recycling (tonnes)**

**C. Number of tonnes to be diverted from landfill (tonnes)** (A+B=C)

## C.6 Integration with other services or activities

How will your project complement and add value to other services or activities conducted by your organisation, your partners or subcontractors? Will your project produce resources of value to others such as industry benchmarks, guides, or educational materials? Will this experience create an ongoing capability or legacy within the lead applicant’s organisation and if so, how?

## C.7 Other participants

Will any other organisations, businesses, networks or groups (other than the named applicants) be involved in conducting the project?

How will these organisations be involved in the project?

## C.8 Recruitment

Describe your recruitment strategy, demonstrating your experience in recruiting businesses for similar projects and/or the extent to which you will engage with your current client base.

Identify the areas you propose to target. This may be by geographic region, industry sector and/or existing client base. Identify who will do the recruitment, the process they will use and how many businesses will complete the Bin Trim program (e.g. from registration to first assessment, action plan, implementation, second assessment and action plan).

Please note this should be the number quoted in **Table 1:** **Application Summary Table**. To complete the Bin Trim program you will need to target additional businesses to allow for businesses who choose not to participate, do not follow through or are ineligible to contribute to your business target.

Important note: If your organisation is a waste and/or recycling service provider you must only target your existing clients. Engagement must include a face-to-face component and cannot be done remotely.

## C.9 Waste assessments - methodology

Describe your assessment strategy, including how many assessments you intend to conduct both first (initial) and second (follow up) assessments. Outline the process and timeframe for these assessments and who will manage this process.

## C.10 Action plans and implementation support

Research has shown helping businesses to implement their action plans is key to optimising outcomes. The more time and assistance given, the better the results.

Describe your process for supporting businesses with the implementation of their action plans. Identify who will manage and provide this support. Outline your strategy for encouraging/assisting the adoption of suggested changes, including the purchase of equipment eligible for a rebate. Consider issues that may arise at this stage and actions you will take to avoid, identify, monitor and manage these issues.

Important note: you may only provide quotes to recruited businesses for new or enhanced recycling services from their existing waste/recycling service provider. If the proposed new services are not available from the current service provider/s, three alternative quotes may then be sought.

## C.11 Administration, monitoring and reporting of outcomes

Provide an outline of review points, verification methods and internal monitoring/reviews proposed for the project. Identify how the administration and reporting requirements of the project will be met and who will be responsible for project performance.

Note: A progress report, and a final and financial report will be required. Templates will be provided. Outline contingency plan/resources that can be activated if needed to ensure the project remains
on track.

## C.12. Bin Trim equipment rebate

A Bin Trim small-scale equipment rebate is available to eligible businesses. Please outline what skills and experience assessors will have in identifying and recommending the need for new waste management equipment, presenting the case for equipment purchase to the business and managing the rebate application process.

# D. Project management

## D.1 Project plan

Identify your project timeline and major milestones.

Payments will be awarded based on the completion of three project milestones, with the first milestone being the signing of the contract.

Your project must be 50% complete by 20 November 2020 when your progress report is due. Your final report will be due by 14 May 2021. Ensure the project plan clearly shows how you will meet your targets by these dates. If you need extra space, feel free to provide the information in an Excel spreadsheet instead.

|  |  |  |
| --- | --- | --- |
| Milestone | Milestone and task name | Date completed |
| **Milestone 1 due 17/04/2020** | **Contract signed** |
| Task 1.1 |       |       |
| Task 1.2 |       |       |
| Task 1.3 |       |       |
| Task 1.4 |       |       |
| Task 1.5 |       |       |
| **Milestone 2 due 20/11/2020** | **50% of work complete** |
| Task 2.1 |       |       |
| Task 2.2 |       |       |
| Task 2.3 |       |       |
| Task 2.4 |       |       |
| Task 2.5 |       |       |
| **Milestone 3 due 14/05/2021** | **Project completion.****Final and financial report to be submitted.** |  |

Details on how to calculate the Milestone 2 task 50% complete figure are on Page 11 of the
*Information for Applicants.*

## D.2 Risk management plan

Identify the risks your project could encounter at each milestone and detail the mitigating strategies
you will engage for each one If you need extra space, feel free to provide the information in an Excel spreadsheet instead.

|  |  |  |
| --- | --- | --- |
| Milestone | Risk factor | How will the risk be monitored and managed? |
| *e.g. milestone 1, recruit 50 businesses* | *Recruitment target not met* | *Registrations monitored weekly by the project manager and additional support or resources provided to assessors as required. Additional resources will be applied to the project as necessary. Recruitment contingency plan XXXX to be put in place if registrations are not tracking as planned after one month.* |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# E. Financial information

## E.1 Project expenditure summary

List all costs associated with the project in the following budget table.

Factor in assessor time spent recommending, submitting and managing Bin Trim Rebate applications for eligible businesses. No incentive payments will be made in round four as in previous rounds. If you need extra space, feel free to provide the information in an Excel spreadsheet instead.

Note: If you are registered for Goods and Services Tax (GST) the amount requested should not include any amount of GST which may be payable on a listed item. GST paid by entities registered for GST purposes will generally be able to be claimed as Input Tax Credits.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant contributions(applicant, partner, subcontractor or other agency contributions) | Grant amount requested from DPIE (ex GST)(c) | Project budget (ex GST)(a + b + c) |
| In kind (a) | Cash (b) |
| **1. Project management and project delivery (specify staff time, auditing, writing reports, administration etc)** |
| e.g. principal @ $X/hr x X hrs  |       |       |       |       |
| e.g. financial auditor (if required) |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Subtotal |       |       |       |       |
| **2. Travel** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Subtotal |       |       |       |       |
| **3. Education and marketing\*** |
| e.g. attending Bin Trim App training |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Subtotal |       |       |       |       |
| **4. Small recycling items (max $1,000 per business)\*\*** |
| e.g. internal recycling bins |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Subtotal |       |       |       |       |
| **Other** |
|  Submission and management of rebate applications\*\*\* |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **Subtotal** |       |       |       |       |
| **Totals (ex GST)** |       |       |       |       |

**\*** Total funding requested for the education and marketing line item can be no more than 10% of the total funding request. Some promotional materials will be provided by the Department of Planning, Industry and Environment (DPIE).

**\*\*** Total funding requested for the small recycling items line item can be no more than 10% of the total funding request. Receipts and details of businesses to whom the equipment is given must be kept and provided on request and in the Financial Report. Funding is for recycling and waste avoidance equipment only (e.g. does not include general waste bins except where they are provided as part of a suite of bins that includes recycling bins).

\*\*\* For each rebate approved over $10,000, a maximum of $750 will be paid. For each rebate approved under $10,000, a maximum of $500 will be paid.

## E.2 Resources from other sources

List any other grants or payments you (the applicant, partners and subcontractors listed in this application) have/will receive relating to this project. This includes commissions paid by partners, subcontractors or other parties as well as funds DPIE and other state or commonwealth agencies have/will issue. If you need extra space, feel free to provide the information in an Excel spreadsheet instead.

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.

No grantee is to receive payment from businesses for any work covered by this grant. If this work leads to further work for which the grantee will receive payment from the business, the grantee must inform DPIE in writing before undertaking the work.

|  |  |  |
| --- | --- | --- |
| Funding/payment source | Amount of funding/payment | Describe the relationship to this project |
|       |       |       |
|       |       |       |
|       |       |       |

# F. Certification

The General Manager or an officer at Director level should sign this application.

(If a partnership is applying, the lead applicant must sign this section)

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

**If the NSW Department of Planning, Industry and Environment awards funds to this application, I will accept in full the conditions of the funds on behalf of my organisation.**

|  |  |
| --- | --- |
| **N****ame** |       |
| **Signature**Click to upload image of signature | **Click here to insert image of your signature** |
| **Position in organisation** |       |
| **Date** |       |