1. Application form
2. Organics Market Development grants Round 2
3. Applications close 5pm Wednesday 28 March 2018

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

© 2018 State of NSW and Environment Protection Authority

With the exception of photographs, the State of NSW and Environment Protection Authority are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

The NSW Environment Protection Authority (EPA) has compiled this in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. The EPA shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice when applying the information to their specific needs. This document may be subject to revision without notice and readers should ensure they are using the latest version.

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

All content in this publication is owned by the EPA and is protected by Crown Copyright, unless credited otherwise. It is licensed under the [Creative Commons Attribution 4.0 International (CC BY 4.0)](http://creativecommons.org/licenses/by/4.0/deed.en), subject to the exemptions contained in the licence. The legal code for the licence is available at [Creative Commons](http://creativecommons.org/licenses/by/4.0/legalcode).

The EPA asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and the Environment Protection Authority 2018.

Published by:

NSW 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 (NSW only – 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@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)   
Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

**www.epa.nsw.gov.au**

Report pollution and environmental incidents  
Environment Line: 131 555 (NSW only) or [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)  
See also [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

ISBN 978 1 925688 88 7  
EPA 2018P0522  
January 2018

Printed on environmentally sustainable paper

Applying for a Round 2 grant - 2018

* 1. Read the guidelines: The Guidelines for applicants document can be downloaded from the [EPA website](http://www.epa.nsw.gov.au/working-together/grants/organics-infrastructure-fund/organics-market) - *Application guidelines – Organics Market Development.*
  2. Complete this Application form.
  3. Complete the Budget form (Excel document, available for download from the [EPA website.](http://www.epa.nsw.gov.au/working-together/grants/organics-infrastructure-fund/organics-market)
  4. Submit any supporting documents with your application (these should not be bigger than 10 MB in total).
  5. Submit your application no later than 5pm, Wednesday 28 March 2018 by emailing [organics.grants@epa.nsw.gov.au](mailto:organics.grants@epa.nsw.gov.au) with the subject line: ‘Your organisation name: Round 2 Organics Market Development Grants Program Application’.

Application form

* Before starting, read the Application guidelines to ensure you are eligible to apply. Note that Organics Market Development grant funding is offered to **organisations, not individuals**.
* Answer all questions in the Application form. Incomplete or ineligible applications will not be considered.

All documents must be submitted by 5.00 pm Wednesday 28 March 2018 by:

* emailing: [organics.grants@epa.nsw.gov.au](mailto:organics.grants@epa.nsw.gov.au) with the subject line: ‘Your organisation name: Round 2 Organics Market Development Grant Application’.

If you have any questions while completing the Application form, please contact the NSW EPA Organics Team by emailing [organics.grants@epa.nsw.gov.au](mailto:organics.grants@epa.nsw.gov.au) or phoning (02) 9995 6874 or (02) 9995 6895.

Application details

Please complete the following details. Ensure that at least one of the contact people listed below will be available throughout the entire grant delivery period.

Lead organisation

|  |  |
| --- | --- |
| Name of organisation | Click here to insert text |
| ABN | Click here to insert text |
| Postal address | Click here to insert text |
| Street address | Click here to insert text |
| Suburb | Click here to insert text |
| Postcode | Click here to insert text |
| Local government area | Click here to insert text |
| State electorate | Click here to insert text |
| Website address | Click here to insert text |
| Registered for GST? | Yes/No |

|  |  |
| --- | --- |
| Project manager (primary contact) | |
| Title | Click here to insert text |
| Name | Click here to insert text |
| Organisation | Click here to insert text |
| Email | Click here to insert text |
| Phone | Click here to insert text |
| Role in project | Click here to insert text |

|  |  |
| --- | --- |
| Secondary contact | |
| Title | Click here to insert text |
| Name | Click here to insert text |
| Organisation | Click here to insert text |
| Email | Click here to insert text |
| Phone | Click here to insert text |
| Role in project | Click here to insert text |

|  |  |
| --- | --- |
| Administrator (if different from above) | |
| Name of organisation | Click here to insert text |
| ABN | Click here to insert text |
| Postal address | Click here to insert text |
| Street address | Click here to insert text |
| Suburb | Click here to insert text |
| Postcode | Click here to insert text |
| Local government area | Click here to insert text |
| State electorate | Click here to insert text |
| Website address | Click here to insert text |
| Registered for GST? | Yes/No |
| Contact person | Click here to insert text |
| Phone | Click here to insert text |
| Email | Click here to insert text |
| Involvement in project | Click here to insert text |
| Have you and the grant applicant signed a memorandum of understanding? | Click here to insert text |

Project details

Please use a maximum of 100-word summary. State briefly how the project will align with the program objectives. This summary may be used in web postings and other official grant communication media.

|  |  |
| --- | --- |
| Project Title | Click here to insert text |
| **Project Summary** | Click here to summarise your project (max 100 words) |

Funding amount requested

How much funding are you requesting? Grants between $30,000 and $300,000 (excluding GST) are available.

|  |  |
| --- | --- |
| Amount requested | $ |

Insurance

It is a condition of your grant that you have adequate insurance cover, including public liability insurance of $10 million, workers’ compensation and volunteer insurance, if you use volunteers. Please provide details of your insurance below.

Insurance details

|  |  |
| --- | --- |
| **Public liability**  Insurance company | Click here to insert text |
| Policy number | Click here to insert text |
| Coverage | Click here to insert text |
| Currency (expiry date) | Click here to insert text |
| **Workers compensation**  Insurance company | Click here to insert text |
| Policy number | Click here to insert text |
| Coverage | Click here to insert text |
| Currency (expiry date) | Click here to insert text |
| **Volunteers** or **PI** (if needed)  Insurance company | Click here to insert text |
| Policy number | Click here to insert text |
| Coverage | Click here to insert text |
| Policy number | Click here to insert text |

Assessment criteria

The assessment process for the Organics Market Development grants is a state-wide, merit-based contestable process. Eligible applications are assessed by an Independent Assessment Panel (IAP) against the assessment criteria.

State clearly in your responses in this form the ways in which your project will meet each of the three assessment criteria. Refer to the Application guidelines for advice on addressing the assessment criteria. All questions in the Application form should be answered fully, clearly and succinctly.

|  |  |
| --- | --- |
| 1. Project preparation – (35% of the assessment score) | Questions 1–6 |
| 2. Capacity to deliver– (35% of the assessment score) | Questions 7–11 |
| 3. Value for money – (30% of the assessment score) | Questions 12–15 and Budget form |

Criterion 1: Project preparation

* 1. Describe your project in detail (no word limit) explaining what the project involves, what you expect to achieve and who you will be working with. Which locations will your project cover? Include a description of how the idea for the project was developed and the work done to date to develop the project idea and project plan. This is an important opportunity for you to tell the story of your project.

|  |
| --- |
| Click here to insert text |

* 1. Briefly explain how your project will support the objectives of the Organics Market Development Program to facilitate the expansion of the NSW markets for source separated recycled organics products by an additional 70,000 tonnes by:
     + increasing knowledge and awareness
     + supporting the improvement in the quality of products produced
     + supporting the development of new and innovative market niches.

|  |
| --- |
| Click here to insert text |

* 1. Performance objectives

Complete the table below to outline the objectives, targets and key performance indicators (KPIs) for your project.

The number of targets and KPIs will depend on the complexity of your project.

Consider how you will collect the data on targets and KPIs. If your application is successful, you will be required to report back to the EPA on these targets and KPIs.

|  |  |  |
| --- | --- | --- |
| Overall objective | Targets | KPIs |
| E.g. Increase compost use in acidic soils | Compost benefits information supplied to 50% of farmers with acidic soils | E.g. numbers of workshop attendees  numbers of local media articles  numbers of specific media articles  numbers of responses to surveys |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. What is your target market?

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

* 1. What do you know about your target audience or their current compost awareness and use?How will you measure their awareness and behaviour? How will you measure the effect of your project on their behaviour change? Please be as specific as possible.

|  |
| --- |
| Click here to insert text |

* 1. Communications and extension

How will you communicate your project’s activities and outcomes to the extended market, the NSW organics processing industry and the broader community?

All projects are expected to have a strong communication and outreach component. Provide a clear overview here of the proposed communication activities, the rationale for the chosen communication channels and how you will measure success. The preparation of a detailed communication plan can be included as an activity within your project.

|  |
| --- |
| Click here to insert text |

Criterion 2: Capacity to deliver

* 1. Project management. Detail how your organisation will manage the project?

What processes will you put in place to meet timelines, deliver on milestones, monitor progress and keep the project on track? Detail the roles of partners. If you intend to use sub-contractors, explain the roles of the sub-contractors and how they will be managed.

|  |
| --- |
| Click here to insert text |

* 1. Capacity to deliver. Describe the capacity of your organisation to implement the project successfully. What skills/experience do you have? Demonstrate capacity to deliver all aspects of the project, including activities such as reporting requirements, communication and promotion, engaging with markets. Include a brief outline of your organisational structure and financial status and the expertise you have which will support the delivery of your project. If you are employing new staff for this project, please detail here.

|  |
| --- |
| Click here to insert text |

* 1. Regulations. Detail how you will ensure that recycled organics used in your projects are made from source separated material, of suitable quality and fit-for-purpose?

Include how you will ensure that these products satisfy the NSW EPA’s Resource Recovery Exemptions and Resource Recovery Orders?

|  |
| --- |
| Click here to insert text |

* 1. Risk Management. Explain the risks that might impact on your project delivery and how you will manage them in the table below.

Include your assessment of the level of risk each issue poses to successful project delivery.

|  |  |  |
| --- | --- | --- |
| **Risk description**  The description should show an understanding of the context of the risk, as well as its likely cause and possible consequences | **Risk level High (H), Medium (M), Low (L)** | **Prevention strategy**  What will you do to mitigate or solve the risk if it occurs? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Agreement to attend monthly meetings with EPA

Successful applicants will be required to have a monthly phone or face-to-face update meeting with the EPA Organics Market Development team.

Please confirm your commitment to monthly update meetings by ticking the box below.

I agree to attend monthly meetings with the EPA regarding project progress.

Criterion 3: Value for money

* 1. How much funding are you seeking from the EPA?

Grants of between $30,000 and $300,000 are available. For more details see Guidelines for applicants.

|  |  |
| --- | --- |
| **Years** | **Funds ex GST** |
| 2017-2018 | $ |
| 2018-2019 | $ |
| 2019-2020 | $ |
| 2020-2021 | $ |
| **TOTAL** | $ |

* 1. Project Budget. Provide a detailed project budget as ‘Attachment B’ to this application, using the Excel Budget form provided.

Summarise the key activities budget here (i.e. a list of the total project unit costs and the funding you are seeking for each from the EPA). Include details of all complementary resourcing (cash or in-kind); this adds value for money for your project.

|  |  |  |
| --- | --- | --- |
| **Project Item** | **EPA Contribution**  **$** | **In-kind**  **($ equivalent)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Funding from other sources. List any other grants that you (the applicant, partners and sub-contractors listed in this application) have/will receive relating to the activities proposed in this project.

Note: Work that would have been undertaken as part of agreed commitments or existing programs or businessactivities is not eligible for funding.

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

* 1. How will you leverage, measure and communicate ongoing benefits for your project after the funding has been completed?

|  |
| --- |
| Click here to insert text |

Approval authorisation

Please provide the name of one senior office-bearer in your organisation (e.g. Director, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information in the application.

|  |  |
| --- | --- |
| Name | Click here to insert text |
| Title/position | Click here to insert text |
| Organisation | Click here to insert text |
| Email | Click here to insert text |
| Phone | Click here to insert text |
| Date | Click here to insert text |
| Signature | Click here to insert signature block |

1. Submit this form as a Word document by 5.00pm 28 March 2018 to [organics.grants@epa.nsw.gov.au](mailto:organics.grants@epa.nsw.gov.au) with the subject line: ‘Your organisation name: Round 2 Organics Market Development Grant Application’.