



Environment Protection Authority

Civil Construction Market Program

Round one funding guidelines

© 2020 State of NSW and the NSW Environment Protection Authority

With the exception of photographs, the State of NSW and the NSW Environment Protection Authority (EPA) 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 EPA has compiled this guideline 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.

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.

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), subject to the exemptions contained in the licence. The legal code for the licence is available at Creative Commons.

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 NSW Environment Protection Authority 2020.

Published by:

NSW Environment Protection Authority

4 Parramatta Square
12 Darcy Street, Parramatta NSW 2150
Locked Bag 5022, Parramatta NSW 2124

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

Website: www.epa.nsw.gov.au

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@epa.nsw.gov.au

See also www.epa.nsw.gov.au

ISBN 978 1 925987 32 4

EPA 2020P2628

November 2020

The Civil Construction Market Program (CCMP) provides grants to organisations to keep waste materials within the circular economy through use in the NSW civil construction sector.

Construction and demolition (C&D) waste, or post-consumer recyclate such as glass, plastic and cardboard from MRFs will be diverted from landfill into a NSW civil construction project through reuse, recycling and industrial ecology projects.

Contents

Civil Construction Market Program	4
1. Introduction	4
1.1 Waste Less, Recycle More initiative	4
1.2 Program aims	4
1.3 Program objectives	5
1.4 What civil construction projects are supported?	5
1.5 Project examples	5
1.6 Application preparation	5
2. Before you apply	6
3. Program information	6
3.1 Available funding	6
3.2 Who can apply?	6
3.3 When can I apply?	6
3.4 Project duration	6
3.5 Eligible materials	7
3.6 Multiple applications	7
3.7 Need assistance?	7
4. How to submit your application	7
5. Applicant eligibility	8
6. Project eligibility	8
6.1 Lawful project activities	8
6.2 Projects for C&D source material must be new	8
6.3 Projects for MRF source material may be new or enhanced	9
6.4 Minimum tonnes of C&D material diverted from landfill	9
6.5 Minimum tonnes of MRF sourced materials	9
6.6 Record keeping	9
6.7 EPA waste hierarchy	9
7. Project details required for your application	10
8. What is eligible for funding?	11
8.1 What will not be funded?	11
9. Previous grant performance	11
10. Compliance with NSW environment protection laws	12
11. Project partners and stakeholders	12
12. Conflict of interest	12
13. Privacy	12
14. Incomplete applications	13
15. Assessment of applications	13
16. Assessment and approval process	14
17. Successful applicants	14
17.1 EPA compliance checks	14

17.2 Project commencement	14
18. Project reporting and payment schedule	15
18.1 Proof of project outcomes	15
19. Misleading or false information	16
20. Project promotion and intellectual property	16
21. Early project completion	16
22. Unsatisfactory progress	16
23. Project variation	16
24. Acknowledgement	16
Appendix A. Sydney metropolitan area boundary map	17
Appendix A continued. NSW regional areas boundary map	18

Civil Construction Market Program

1. Introduction

The Civil Construction Market Program (CCMP) provides grants to local government, consultants, contractors and waste service providers who can divert construction and demolition (C&D) waste from landfill through re-use, recycling and industrial ecology projects in the NSW civil construction sector.

The NSW Government has a target to increase the level of recycling of C&D waste to 80% by 2021. The Civil Construction Market Program has been created to reduce the current amount of C&D waste sent to landfill in NSW and to establish new markets for C&D material to prepare for the increased construction scheduled for NSW over the next few years.

China's National Sword Policy

Since 1 January 2018, China has implemented its National Sword Policy. This involves applying a maximum contamination rate of 0.5% for post-consumer plastics, mixed paper and textiles that are exported to China. As China is the largest importer of recyclable products from Australia, this policy adversely affects the kerbside recycling system and the options for recycled material currently produced in NSW. While China's National Sword policy offers immediate challenges, it also presents opportunities for strategic co-investment from industry, local councils and government to stimulate new and expanded local recycling markets, generate new jobs and economic benefits for the State.

Australian Waste Export Ban

In March 2020, the Council of Australian Governments (COAG) agreed to phase out the export of certain waste materials. The COAG decision followed increasing community concern about the impact of exported Australian waste on developing countries and changes to the local recycling industry resulting from import restrictions on waste, particularly China's National Sword Policy. Following this policy, other countries also increased controls around imported waste, further disrupting the business models of some local recyclers.

The intention is to stop the export of untreated and unprocessed wastes which may have a negative human health and/or environmental impact in the receiving country. The ban also aims to maximise the capability of Australia's waste management and recycling sector to collect, recover, recycle, reuse, and convert waste. This presents opportunities for strategic co-investment from industry, local councils and government to stimulate new and expanded local recycling markets, generate new jobs and economic benefits for the State.

This grants program is part of the \$47 million support package funded by the Waste Less Recycle More initiative to ensure kerbside recycling continues and to promote industry innovation. This program was expanded in May 2018 to include support for the re-use of material in construction sourced from recycling facilities.

This document is designed to inform and assist you to **complete an application** for grant funding. Please read it through to ensure your organisation and project is eligible for funding prior to commencing your application.

1.1 Waste Less, Recycle More initiative

In February 2013, the NSW Government announced the five-year \$465.7 million Waste Less Recycle More initiative in response to the findings of an independent review of the waste levy. The NSW Government has announced the extension of the Waste Less, Recycle More initiative with a further \$337 million over four years from 2017-21. The Civil Construction Market Program is funded by this initiative and has been allocated \$2.5 million of funding.

1.2 Program aims

The aims of the Civil Construction Market Program are to:

1. support increased re-use and recycling of C&D materials in NSW civil construction projects
2. help drive end markets in the construction sector for post-consumer recyclate.

1.3 Program objectives

The program objectives are to:

- reduce the amount of C&D material sent to landfill
- create new markets and opportunities for C&D material within NSW construction projects
- minimise the amount of glass stockpiles at materials recycling facilities (MRFs)
- stimulate new end uses or expand existing end uses in construction products for materials impacted by the China National Sword Policy and the Export ban including plastics, paper or cardboard
- remove the risk associated with trialling innovative resource recovery methods
- minimise the amount of C&D waste that is stockpiled
- promote projects that achieve the program aims.

1.4 What civil construction projects are supported?

This program supports civil projects broadly defined as any government-led construction projects within NSW. A construction project can include construction and demolition of:

- infrastructure such as roadways, footpaths, bridges, tunnels, provisions for stormwater management, drainage and utilities and noise walls, but can also include other public-owned assets such as public space and parklands (this is not an exhaustive list)
- new government buildings such libraries, halls, office buildings etc.

The project must divert construction and demolition waste (C&D waste) from landfill and/or use post-consumer recyclate sourced from MRFs.

C&D is defined as solid waste sourced from construction and demolition works, including building and demolition waste, asphalt waste and excavated natural material¹.

This program **does not** support projects that involve the refurbish or defit of buildings. This type of activity may be supported by the [Circulate, NSW Industrial Ecology Grant](#).

1.5 Project examples

Examples of potential project activities include:

- recycling C&D material into new construction products, which are then used in civil construction projects e.g. recycling spoil material used in road base
- re-using C&D material into new civil projects e.g. recovering bricks for a new development
- recycling plastic from a MRF into new construction products such as use of post-consumer plastic in stormwater or sewage pipes
- recycling glass from a MRF to create new civil infrastructure e.g. glass fines used in the construction of roads or pathways or concrete.

1.6 Application preparation

Please read through this document before starting an application to ensure:

¹ NSW EPA (2014) Waste Avoidance and Resource Recovery Strategy 2014-21

- you are eligible for funding
- your project is eligible for funding
- your project is submitted before the quarterly closing date
- your application addresses the selection criteria.

2. Before you apply

Before you apply, applicants must:

1. read the Guidelines for Applicants (this document)
2. complete the Application Form
3. complete Schedule A – project activities
4. complete Schedule B – budget table.

To be considered eligible for funding, please ensure you answer every question on the application form, Schedule A and Schedule B.

3. Program information

3.1 Available funding

A total of \$2.5 million is available for projects until funding is exhausted. There is no minimum individual grant amount, the maximum funding available is \$250,000 per project.

Projects that are awarded funding under the Civil Construction Market Program cannot apply for a funding increase once funding is awarded.

3.2 Who can apply?

Organisations holding an ABN may apply for grants under the CCMP. This includes local government, consultants, contractors and waste service providers. Your application must be submitted by the project manager of the lead organisation applying for the grant. The project manager must be available to respond to questions and requests for information from the EPA during the application and assessment process, and, if the application is successful, for the duration of the project.

In the event the project manager is no longer able to carry out their function, the EPA must be notified and a suitable replacement must be provided by the lead organisation.

3.3 When can I apply?

Applications can be lodged at any time after the published grant opening date.

Applications will be assessed by the Technical Review Committee (TRC). Grant intake closing dates and TRC assessment dates will be published on the website. Applicants are encouraged to apply when a project is ready to implement with an established end market.

3.4 Project duration

- Successful applicants must complete projects within three years of signing the Deed of Agreement.
- Successful applicants must commence project activities within three months of the project start date.

3.5 Eligible materials

Eligible materials sourced from materials recycling facilities include glass, paper, cardboard and plastics.

Examples of eligible C&D source materials which would otherwise be sent to landfill could include:

- crushed materials
- recovered aggregates
- clay, soil, sand and rock
- slurry
- mulch
- tree guards, stakes and ballasts
- Virgin Excavated Natural Material (VENM)
- Excavated Natural Material (ENM).

Please note that this is not a definitive list.

Asbestos or asbestos-containing or contaminated products are **not eligible** material types under this program.

3.6 Multiple applications

Eligible organisations may apply for more than one grant. Separate applications should be completed for each grant funded project and submitted in separate emails to the mailbox listed in Section Four.

3.7 Need assistance?

If you have questions about your project's eligibility, please contact the Waste and Recycling Infrastructure Team on (02) 9995 6951 or email infrastructure.grants@epa.nsw.gov.au

4. How to submit your application

You can submit your application by email to infrastructure.grants@epa.nsw.gov.au or post to

Civil Construction Market Program
Waste and Resource Recovery Infrastructure
NSW Environment Protection Authority
Locked Bag 5022
Parramatta NSW 2124

The EPA will acknowledge receipt of your email within three working days. If you have not received notification of your email within this timeframe, it is your responsibility to contact the EPA to confirm your submission has been received.

5. Applicant eligibility

An applicant organisation must:

- have an ABN
- have appropriate levels of insurance including Professional Indemnity Insurance, Public Liability Insurance and Worker's Compensation Insurance. It is a condition of this grant that the lead organisation has adequate insurance cover including public liability of \$10 million and worker's compensation. Lead organisations are required to provide a copy of their certificate of currency with this application
- nominate a project manager who will be available for the duration of the project.

An applicant must commit to:

- agree to develop publicity/marketing material to raise awareness of the program, for example development of a case study
- agree to allow all documents and records prepared as part of the applicant's role to be audited by an EPA appointed auditor
- agree to liaise with the EPA in relation to media or other promotion of the project and will be required to acknowledge the funding contribution made by the EPA through the Waste Less, Recycle More initiative if the application is successful.

6. Project eligibility

This section outlines project eligibility requirements.

6.1 Lawful project activities

To be eligible for grants under CCMP, your organisation must demonstrate your project can lawfully reuse/recycle construction and demolition waste from a NSW construction project or source material from a NSW MRF into another NSW civil construction project.

Your application should demonstrate how your project's activities can be lawfully achieved. Examples of project activities include:

- obtaining source material
- transportation of material to process site
- processing of material into product(s)
- return of product or material to civil construction project(s).

Examples of unlawful project activities include:

- if the outcome of your project leads to material stockpiling beyond licensed thresholds
- breaching Environment Protection Licence (EPL) conditions e.g. processing thresholds
- breaching any other NSW laws, regulations and Building Standards or Codes
- transporting waste generated in NSW for recycling out of NSW
- processing materials at a site that does not have the required EPL in place to process that material.

6.2 Projects for C&D source material must be new

To be considered eligible for funding, projects will need to demonstrate they are new, and the inclusion of C&D waste or MRF material would not be delivered without the assistance of the program's funding. Projects that have already commenced, were scheduled to commence or are completed are not eligible for funding.

6.3 Projects for MRF source material may be new or enhanced

Projects helping to drive end markets in the construction sector for post-consumer recyclate may be enhancement projects if:

- they can be clearly demonstrated that a change in project design results in increased use of MRF recyclate in construction materials, products or projects, and
- enhancement has resulted in increases in project costs, and
- they are likely to lead to long term increased markets for recyclate.

6.4 Minimum tonnes of C&D material diverted from landfill

To be eligible for funding applicants should demonstrate how their project can achieve (at least) the minimum required tonnes of material diverted from landfill. Tonnes must be re-used/recycled lawfully within the NSW civil construction sector. Table 1 outlines the minimum tonnes for project regions. However, exceeding these is encouraged. Refer to Appendix A for Sydney Metropolitan Area and Regional Area boundary maps.

Table 1. Minimum targets for resource diversion

Region	Minimum tonnes to be diverted from landfill per project
Sydney Metropolitan Area	2,000
Regional Areas (each)	400

6.5 Minimum tonnes of MRF sourced materials

Minimum diversion thresholds have been set for glass, plastics and cardboard, as shown in Table 2 below. Applicants should estimate and verify quantities used.

Table 2. Minimum diversion thresholds by material type

Material Type	Minimum tonnes to be diverted from landfill per project
Glass	100
Plastics, hard/rigid	80
Cardboard	80
Mixed paper	consult with the EPA

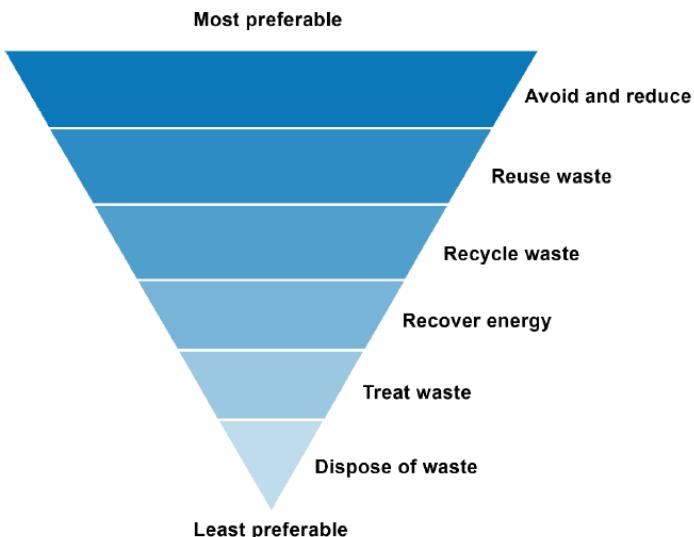
6.6 Record keeping

You will be required to provide records of receipts on the tonnes of material you have recovered throughout the project. Your project will need to provide evidence that material has been diverted back into the NSW civil construction sector. Milestone payments will be made based on the evidence of tonnes of material recovered by the project as stipulated in successful applicant's Deed of Agreement.

6.7 EPA waste hierarchy

The EPA encourages projects to seek the higher value re-use of material whenever possible. The waste hierarchy is a set of priorities for the efficient use of resources which underpins the objectives of the Waste Avoidance and Resource Recovery Act 2001. Projects that promote the circular economy and have outcomes that sit higher on the waste hierarchy (see Figure 1) will be prioritised for funding.

Figure 1. EPA waste hierarchy



7. Project details required for your application

To be eligible for funding, your project must demonstrate lawful end markets have been established for material(s). The following information detailed in Table 3 must be included in your application form for your project to be eligible for funding.

Table 3 Activities and funding eligibility requirements

Activity	Funding eligibility requirements for C&D source material	Funding eligibility requirements for MRF sourced material
Source	<p>The organisation that has the material.</p> <p>The project name and location of where the material is coming from.</p> <p>The type of material, when it is available, the quantity available, if it is a single batch resource recovery transaction or if it is a continuous supply of material.</p>	<p>The organisation name and address of the MRF that has the material.</p> <p>The type of material, when it is available, the quantity available, if it is a single batch resource recovery transaction or if it is a continuous supply of material.</p>
Reprocessing	<p>The location of the temporary storage or the facility where material will be reprocessed if applicable (including facility name and location).</p> <p>Details of the Environment Protection Licence and Licence Number at the reprocessing site if applicable.</p>	<p>The location of the temporary storage or the facility where material will be reprocessed or prepared for re-manufacture if applicable (including facility name and location).</p> <p>Details of the Environment Protection Licence and Licence Number at the reprocessing site if applicable.</p>
Destination	<p>The organisation that wants the material.</p> <p>The project name and location where the material will be used.</p> <p>Details of how the material will be used.</p>	<p>Name and address of the organisation undertaking the remanufacturing of processed or unprocessed material, if applicable.</p> <p>Details of what testing will be undertaken to verify the reprocessed material meets construction quality, chemical and physical characteristics specifications.</p>
Material	<p>Amount (in tonnes) of C&D material the project will divert from landfill.</p> <p>If a continuous supply, indicate the possibility of further resource recovery after the program has been completed.</p> <p>How the material will be re-processed (if necessary) and used.</p>	<p>Amount (in tonnes) of MRF material the project will divert from landfill or stockpiles.</p> <p>If a continuous supply, indicate the possibility of further resource recovery after the program has been completed.</p>

8. What is eligible for funding?

The following activities are eligible for funding:

- transportation of materials
- sampling, testing of materials and products to confirm suitability
- staff time, up to 50% of salaries (the applicant must provide the remaining 50% of salaries as an in-kind contribution)
- consultant time can be fully funded
- cost of equipment purchase and/or hire, or up to 30% of the overall project costs can be used on equipment costs
- activities that will lead to, or contribute to, sustained change in skills and behaviour, such as training to promote proper and ongoing use of source material and resultant product or project
- monitoring and evaluation of the project to inform future purchase and use of similar materials
- minor design modifications necessary to accommodate the different material specifications of materials made from MRF recyclate.

8.1 What will not be funded?

Interstate transport of waste is prohibited

Your organisation, a project partner or related organisation must not transport or arrange the transport of waste generated in NSW for disposal outside of NSW at any time during the life of any project that is awarded a grant.

Should it be discovered that your organisation is transporting waste outside of NSW, any grant awarded will be terminated immediately and all grant funding will have to be repaid to the EPA. (Note: organisations with operations near the border of any other state or territory may apply for an exemption from this requirement).

Other ineligible projects, project costs and activities

The program will not fund:

- projects that propose waste-to-energy project activities
- projects that do not use C&D waste materials or MRF sourced material
- projects that are not civil construction projects
- any activities that are inconsistent with the aims and objectives of the program
- ongoing administration and/or operational costs of organisations (after project completion)
- programs that fund devolved grants (such as programs offering grants to other organisations)
- ongoing maintenance of projects or programs to which organisations have committed as part of previous grants of their core business operations
- retrospective funding – that is, activities that have commenced before the grant is offered and accepted
- land acquisition
- the diversion of asbestos or asbestos-containing products
- the diversion of municipal waste.

9. Previous grant performance

The EPA will take into consideration the previous performance of an applicant and any project partners who have received funding under Waste Less, Recycle More.

10. Compliance with NSW environment protection laws

Please note the EPA will consider the compliance history of applicants under NSW environment protection laws, including penalty notices, clean up notices, prevention notices, licence suspensions, licence revocations, convictions or prosecutions under the *Biodiversity Conservation Act 2016*, *Protection of the Environment Operations Act 1997* (POEO Act) and the POEO (Waste) Regulation 2014 (POEO Waste Reg).

In addition, applicants are **not** eligible for the grant if they, or any directors or managers of the applicant (whether as directors or managers of the applicant or otherwise in their personal capacity or including where they have been directors or managers of other companies), have contravened any provision of the POEO Act or POEO Waste Regulations with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required. This also includes a contravention of any clause of a resource recovery exemption.

These matters can be taken into account whether or not any regulatory action has taken place in relation to those contraventions, including whether or not court proceedings have commenced, or an offence has been proven in court proceedings.

11. Project partners and stakeholders

Partnership projects can improve the implementation and impact of projects. Partnerships between the construction sector, MRFs and recyclate reprocessors are encouraged. Project partners include any organisation or individual, other than the applicant and its employees/contractors, involved in carrying out the project, including:

- investors
- research collaborators
- anyone involved in the joint delivery of the project.

It does not include an organisation or individual which only leases or provides land to the applicant or project partners and has no other role in the project.

Project stakeholders and subcontractors involved in delivering project activities must on request:

- permit an EPA-appointed auditor to review project outcomes
- permit the EPA to publish a case study on the project
- agree to be part of independent program evaluation.

You will need to provide evidence of existing networks, stakeholders and partners that have agreed to work with you in the delivery of projects. This includes organisations and subcontractors who will be involved in delivering project activities such as key suppliers and asset owners. For example those involved in re-processing or transport of material.

You are required to provide evidence in your application that a working relationship has been established. A letter of support must be provided as an attachment to your application. It must be in writing such as a letter on company letterhead, or email with position name and title of a senior member of staff. The letter should detail the activities the stakeholder will contribute to the projects and any financial contribution.

12. Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest that they may be aware of in relation to the awarding of a grant. This is particularly relevant where the applicant will derive a personal benefit from the program. Each situation will be assessed on its merits and the governance arrangements in place to manage potential/perceived conflict.

13. Privacy

The information you supply to us will be used for processing and assessing your application. The information provided to us will not be publicly released as a matter of policy, however we may be

required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement.

The EPA may also disclose information you supply to us for the purpose of evaluation and/or auditing its grants programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

14. Incomplete applications

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against others on a state-wide basis will be considered ineligible for funding.

15. Assessment of applications

Selection for the CCMP is a state-wide, merit-based process. Eligible applications will be assessed by the program's independent Technical Review Committee (TRC) against the assessment criteria set out in the following table. Beside each assessment criterion is a reference to the section of the application form that contains questions relevant to that criterion.

Information for assessment will be extracted from your completed Application, Schedule A and Schedule B.

Table 4. Assessment Criteria

Assessment Criteria
1. Project design Demonstration that the project aligns with aims and objectives of the grant program and meets or exceeds the requirements of the program <ul style="list-style-type: none">• what is the proposed timeline for the project?• are approvals, partnerships etc in place to enable the timeline to be met?• what materials will be re-used or recycled?• is the project innovative?• why would the project not go ahead without grant funding?
2. Project implementation Demonstration that the project will be delivered to a high standard <ul style="list-style-type: none">• is the project team appropriately skilled and experienced?• is material sourcing, processing and storage well understood and explained?• is risk well managed?• is monitoring and evaluation integrated into the project?• performance under any previous Waste Less, Recycle More, NSW Environmental Trust or industry grants.
3. Project outcomes Demonstration that government investment in the project is reasonable <ul style="list-style-type: none">• is the cost of the project realistic when compared to the desired outcomes?• what are the contributions of other stakeholders?• is the end use for the materials clear, and a legitimate re-use or recycling opportunity?• will the project improve products, services or processes in existing markets?
4. Project value <ul style="list-style-type: none">• is the budget detailed and well costed?• is government investment in the project reasonable?• will the demonstration project provide the foundation for additional /ongoing projects?• is the project innovative? Does it trial new ways of doing things?

- will the project provide economic, environmental and social benefits?

16. Assessment and approval process

After the eligibility of submitted applications has been assessed, the EPA will convene the program's technical review committee (TRC). Applications will be assessed by this committee with specialist knowledge of the industrial ecology, civil construction, waste and resource recovery sectors and experience in project management and grant administration. The TRC membership is confidential to avoid opportunity for influence and members are required to declare any conflicts of interest.

The assessment process will be overseen by an independent probity auditor.

The TRC will make recommendations to the EPA.

The Minister for the Environment or their delegate will publicly announce successful applicants. Applicants will also be notified in writing.

Unsuccessful applicants will be notified by letter and can request feedback on their applications by contacting a member of the Waste and Recycling Infrastructure team.

17. Successful applicants

The EPA aims to notify successful applicants within six weeks of the TRC meeting in which applications were assessed. Successful applicants will be required to submit the following information prior to the commencement of the project:

1. Signed Deed of Agreement that will be issued with a letter of offer.
2. Detailed project plan, including a budget breakdown and project timeline in the stipulated format, and other information on how you will deliver your project, including how you will communicate with stakeholders and manage risk.
3. Tax Invoice made out to the EPA for the first Milestone payment. The first payment will be paid when the EPA receives and approves your signed grant agreement and detailed project plan.

17.1 EPA compliance checks

Applicants must investigate and obtain all licensing and compliance requirements for their project prior to making a submission. The compliance history and issues relating to all project partners and facilities must be documented on the application form.

The EPA's compliance team will conduct an assessment of the project to ensure activities are lawful and to help determine eligibility of the project.

17.2 Project commencement

Your project commencement date will be detailed within your Deed of Agreement. The Deed of Agreement will detail the conditions of funding, recipient obligations, grant payment Milestone schedule and tonnes diverted from landfill Milestone schedules. Project activities must commence within three months of the project commencement date stated in your funding agreement. You will be required to complete Milestone reports approximately every six months (based on a three-year project duration). Milestone reports will include updates on:

- activities
- achievements
- expenditure
- tonnes diverted or quantity of MRF material used (including verifying documentation)

Each Milestone report will be reviewed by the EPA. If your report demonstrates your project is progressing well and is meeting diversion or use targets, the next instalment of your grant funding will be authorised and feedback will be provided by the EPA.

18. Project reporting and payment schedule

Table 5: Project reporting and payment schedule

Project commencement	
Payment 1 (30%)	Signed deed of agreement received <ul style="list-style-type: none">• Project plan approved by EPA Project Officer• Project plan approved by EPA Compliance Team• Receiving invoice for first Milestone payment
Payment 2 (25%)	
Payment 3 (25%)	Payable upon the satisfactory completion of Milestone report 2 <i>To be completed 12 months after project commencement</i>
Final Payment (20%)	acquittal

These dates may be altered by the EPA as necessary.

Milestone payments in Table 5 are based on a one-year project. Milestone payments may be amended based on projects that propose an alternative project duration.

The EPA will distribute Project Plan, Milestone and Final Report templates. These reports are to be completed in the stipulated format.

18.1 Proof of project outcomes

For C&D material projects, grantees are required to submit verification documentation which proves the number of tonnes diverted from landfill. The information must be verified by the organisation(s) involved in the supply, generation, aggregation, processing of material and the organisation(s) who have accepted end market material(s). Each Milestone report and the Final Report will require verification of diverted tonnes to enable approval of Milestone payments.

Grantees are also required to submit verification documents detailing what testing was undertaken to verify the reprocessed material meets construction quality, chemical and physical characteristics specifications.

For MRF recyclate projects, grantees are required to submit verification documentation which proves the quantity (tonnes) of recyclate used in construction materials, products and projects. The information must be verified by the organisation(s) involved in the supply, aggregation, processing of material and the organisation(s) who have accepted the recyclate for the end uses of material(s).

19. Misleading or false information

Applications that knowingly provide misleading or false information will not be considered for funding. If the EPA is made aware of any issues relating to misleading or false information after a grant has been awarded, it can withdraw funding from the grantee. In addition, any EPA funds spent on the project may be required to be repaid.

20. Project promotion and intellectual property

Successful applicants will be required to liaise with the EPA in relation to all media or other promotion of the project and will be required to acknowledge the funding source made by the EPA through Waste Less, Recycle More.

The EPA reserves the right to publish articles about the project on its website and in publications. Applications must state their requirements for commercial or personal confidentiality. Successful applicants must not promote their receipt of grant funding until the project has been formally announced.

The applicant must own, or be able to lawfully use, any intellectual property required to carry out the project. The EPA may request the applicant to grant the EPA (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate, or adapt the intellectual property in the project. This request can be negotiated with the applicant.

21. Early project completion

Successful applicants can request to complete Milestone stages and Final Reports earlier than the allocated timeline if desired.

22. Unsatisfactory progress

The EPA may terminate grant funding if the applicant is shown not to be fulfilling the requirements of the program. This may include failure to deliver or show sufficient progress over a period of six months.

23. Project variation

The EPA recognises that delays or changes to your project are sometimes inevitable due to unforeseen circumstances. If a potential delay to your project arises, it is your responsibility to notify the EPA as soon as possible so that an appropriate plan of action can be developed. This may, at the sole discretion of the EPA, involve a variation to the timing or scope of your project and funding agreement.

Failure to notify the EPA of any delays or barriers to the progression of your project may result in the termination of the grant for that project.

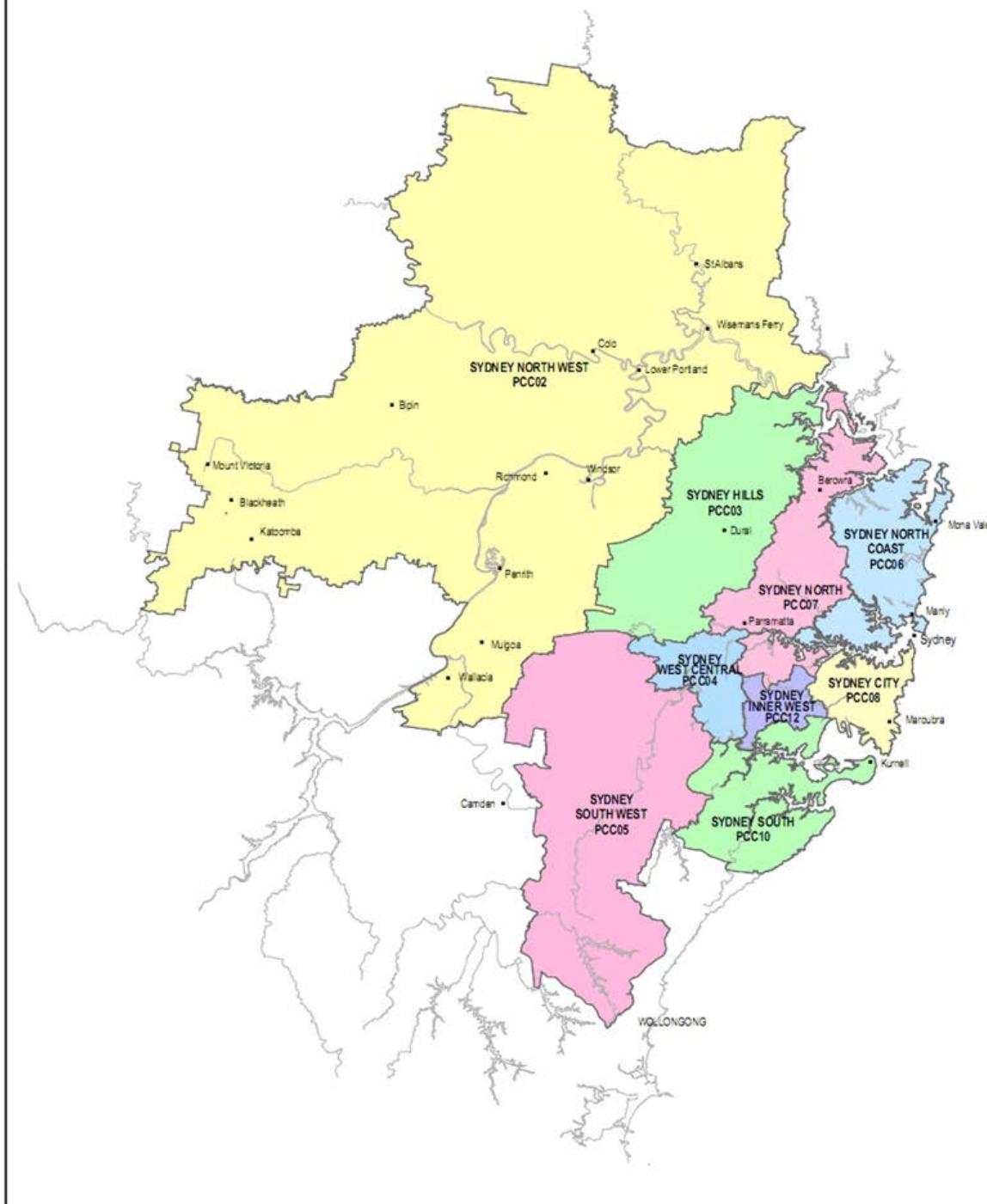
24. Acknowledgement

Where opportunities arise, grantees must acknowledge the support of the EPA's Civil Construction Market Program. Such opportunities may include, but are not limited to:

- media enquiries
- award nominations and acceptances
- conference papers and presentations.

Grantees must ensure that an invitation is issued to a NSW State government representative to any launch or public event associated with this funding, and that where they can attend, they are acknowledged as official guests. Where practicable, representatives should be offered the opportunity to publicly address the event.

Appendix A. Sydney metropolitan area boundary map



1.

Appendix A continued. NSW regional areas boundary map



2.