



Australian Government



Department of Planning, Industry and Environment

Guidelines for Applicants

Remanufacture NSW
Regional and Remote Recycling Modernisation Fund
Environmental Trust



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Contents

1.	Introduction	1
1.1	Remanufacture NSW	1
1.2	NSW Environmental Trust	1
1.3	NSW Environment Protection Authority	2
1.4	Focus of this funding round – regional and remote NSW	2
1.5	Project information	3
2.	NSW application process	4
2.1	Timeline	4
2.2	Eligibility criteria	4
2.3	Other eligibility considerations	6
2.4	Funding	8
2.5	Partnership projects	8
2.6	Third party assistance	9
2.7	Who must submit the application?	9
2.8	The Triple Bottom Line	9
2.9	Assessment criteria	10
2.10	Application budget	11
2.11	Application requirements	12
2.12	Checklist and document naming	12
2.13	Supporting documents	12
2.14	Who to contact for help?	13
2.15	Application assessment process	13
2.16	Obligations of successful applicants	16
2.17	Interpretation of key terms	17
3.	More information	19

List of tables

Table 1	Timeline	4
Table 2	Assessment criteria and weightings	10
Table 3	Interpretation of key terms	17

List of figures

Figure 1	2016 Australian Bureau of Statistics Remote Areas of Australia	2
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1. Introduction

This program offers regional and remote organisations in New South Wales the opportunity to apply for funding from a total pool of \$7 million available nationally through the Australian Government's Recycling Modernisation Fund (RMF) and Remanufacture NSW.

In March 2020, the Prime Minister announced the Australian Government would co-invest in critical recycling infrastructure along with state and territory governments, and industry. The \$190 million Recycling Modernisation Fund (RMF) was established to improve recycling infrastructure by addressing infrastructure gaps in Australia's waste management and resource recovery system. The RMF focuses on the waste streams impacted by the Council of Australian Governments' Export Waste Ban (i.e. unprocessed glass, mixed and single polymer plastics, tyres, and mixed paper and cardboard). The RMF is jointly funded with states and territories through the National Partnership on Recycling Infrastructure.

1.1 Remanufacture NSW

\$35 million of co-funding from the Australian and NSW Governments has been offered in New South Wales through the Remanufacture NSW program. Remanufacture NSW offers funding opportunities to support the NSW resource recovery sectors response to changes brought about by the decision to ban the export of unbeneficiated waste plastic, paper, glass and tyres. The program targets the waste materials subject to the export ban: plastic, paper, glass and tyres. \$24.2 million was awarded in Round 1 of Remanufacture NSW, with a further round offering the remaining funds to be opened later this year. Remanufacture NSW is jointly funded by the Australian Government's Recycling Modernisation Fund and NSW Government's Waste Less, Recycle More initiative and is delivered by the NSW Environmental Trust (the Trust) in partnership with the NSW Environment Protection Authority (EPA).

Applicants who do not receive funding in this regional and remote round may reapply under the next round of Remanufacture NSW.

High capital costs to install modern technology, volatile international markets, and long and expensive planning approvals make attracting investment for recycling solutions a challenge. Managing waste in regional and remote locations throughout Australia presents additional challenges. Isolation during the wet season or as a result of natural disasters, lack of connection with major transport routes, no or limited kerbside collection and long distances to recycling and remanufacturing centres all present considerable logistical and financial complexities. Legacy waste¹, human health and financial impacts to communities are additional issues in regional and remote areas.

1.2 NSW Environmental Trust

The NSW Environmental Trust (the Trust) has been established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of New South Wales. The NSW Environmental Trust is empowered under the *Environmental Trust Act 1998*. The Trust's main responsibility is to make and administer grant funding rounds to establish and administer these projects. The Trust organises the assessment and approval process for grants and monitors projects to ensure good governance, appropriate

¹ Accumulated waste over a long period of time, disposed of on land, with no final destination or purpose. Legacy waste can be unsorted, untreated and stockpiled waste with no environment protection controls applied.

expenditure of grant funds, timely delivery and the satisfactory achievement of agreed outcomes. The Trust liaises with the grantee throughout the life of the project to ensure satisfactory performance is maintained and agreed outcomes are delivered. Once the grant is established all correspondence relating to the grant is through the Environmental Trust.

1.3 NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) is an independent statutory authority and the principal environmental regulator in New South Wales. It leads the state's response to managing a diverse range of activities that can impact the health of the NSW environment and its people, using a mix of tools including education, partnerships, licensing and approvals, audit, enforcement and economic mechanisms. The EPA is empowered under the *Protection of the Environment Administration Act 1991 (POEO Act)*.

1.4 Focus of this funding round – regional and remote NSW

A key target of the *2019 National Waste Policy Action Plan* (the National Action Plan) is to achieve an 80% average resource recovery rate of all waste streams following the waste hierarchy by 2030. To achieve this target, the National Action Plan recognises that regional and remote areas require better access to waste management and processing.

To help reach this target, under the RMF, the Australian and NSW Governments will co-fund projects that increase the sorting, processing, and manufacturing or remanufacturing capacity of regional and remote locations. The areas of interest for this funding are all non-metro areas falling under the ABS classifications of inner and outer regional, remote and very remote areas.

To assist with identifying regional and remote areas, the Australian Bureau of Statistics (ABS) uses the Accessibility/Remoteness Index of Australia (ARIA+). A map of the 2016 census data showing Remoteness Areas is below.

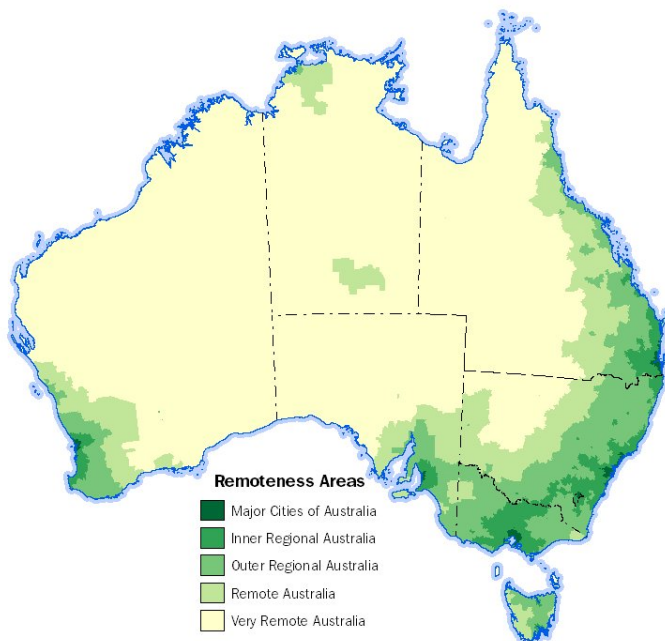


Figure 1 2016 Australian Bureau of Statistics Remote Areas of Australia

Source: ABS website

To check if your proposed project location is within a designated regional or remote area of New South Wales, please refer to the Australian Bureau of Statistics web page.

Note any projects located in areas identified as 'Major Cities of Australia' are not eligible and will not be funded under this program.

1.5 Project information

Projects that provide local solutions to local problems, seek to increase local employment, provide economic benefit and/or solve transport logistic complexities will be highly regarded. The Australian and NSW Governments will consider proposals for financially viable projects that best address regional issues. The NSW Environmental Trust (Trust) will assess and recommend suitable projects for consideration by the Australian Government. Projects that support connections between local organisations in regional and remote areas and companies in urban areas of Australia are encouraged to close-the-loop between waste generation, collection, sorting, processing, remanufacturing and input back into the economy. The Australian Government suggests that project proponents communicate with their local Regional Development Associations (RDA) when developing proposals.

RDA Committees in New South Wales are funded by the Australian Government and administered by the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications.

There are 14 RDA Committees in New South Wales covering all areas of the state, details are available on their website. All RDA committees are listed below:

- Central Coast
- Central West
- Far South Coast
- Far West
- Hunter
- Illawarra
- Mid North Coast
- Murray
- Northern Inland
- Northern Rivers
- Orana
- Riverina
- Southern Inland
- Sydney

The Australian and NSW Governments encourage applications from small organisations, such as small to medium businesses², not-for-profits, Local Government, incorporated community groups, regional research institutions and Traditional Custodians. Eligible proposals from small organisations may be further assessed through the Small organisations supporting points assessment (Assessment Criterion 4).

² The Department of Industry, Science, Energy and Resources identifies small to medium businesses as those businesses who carry on an enterprise in Australia, have less than 200 employees and have an ABN.

2. NSW application process

2.1 Timeline

The application and assessment timeline is outlined below (Table 1). Please note, the closing date will not change, however, the assessment and announcement dates are indicative only and are subject to change.

Table 1 **Timeline**

Date	Event
8 November 2021	Applications open
6 December 2021	Applications close
December 2021/ January 2022	NSW assessment of projects by an independent Technical Review Committee (TRC) including: preliminary eligibility assessment of applications TRC review of applications and recommendations to the Trust Board. The Trust Board makes the final decision on which projects will be put forward for funding consideration by the Australian Government.
Late February 2022	Selected projects to be put forward to the Australian Government for funding consideration.
End March 2022	Australian Government final funding decisions.
Late March/Early April 2022	Successful applicants notified.

Incomplete or late applications will not be accepted.

2.2 Eligibility criteria

Applicants may apply for grants between \$10,000 up to \$1 million. The application form can be downloaded from the Trust's website. Applications must meet the following criteria:

1. Proposals can only be submitted by eligible organisations including businesses, local governments (including regional organisation of councils or other local government-controlled organisations), or non-government/not-for-profit organisations.
2. Projects must propose to deliver or trial new, or increase existing processing capacity, in a regional or remote location in New South Wales, to address the processing of the following materials:
 - a. unprocessed glass
 - b. mixed or single resin/polymer plastics
 - c. tyres
 - d. paper and cardboard.
3. The projects should manage materials through:
 - a. new fixed or mobile facilities, or expansion of existing fixed or mobile facilities
 - b. new or upgraded equipment to increase local domestic processing capacity for recyclable materials

- c. increasing the use of recyclable or recycled materials in manufacturing and/or infrastructure.
4. Proposals must demonstrate how the proposed project will be financially viable over its operational life, i.e. after the grant funding is exhausted.
5. Proposals should support employment and long-term economic growth and development in regional or remote locations. Projects may rely on further infrastructure located in major city areas, but funding must primarily address recycling challenges and create economic benefit in regional or remote locations.
6. At the time of applying the applicant must hold an Australian Business Number (ABN) and be one of the following:
 - a. an Australian entity or partnership incorporated under the *Corporations Act 2001* (Cth)
 - b. a council (as defined in the *NSW Local Government Act 1993*), regional organisation of councils or other, local government-controlled organisation
 - c. a non-government/not-for-profit organisation (must comply with the ATO's definition) with an established legal status, or those without a legal status that are able to have grant funds administered by another organisation with a legal status.
7. At the time of applying, an organisation must:
 - a. be registered for GST (unless exempt)
 - b. not be insolvent
 - c. not have been convicted of contravening environment protection legislation in the 5 years
 - d. not have any owners/directors who are undischarged bankrupts
 - e. have a business plan in place for the proposed project.
8. Applicants whose project proposals involve small organisations in remote or very remote areas are especially encouraged to apply. Small organisations may include small to medium businesses, Local Governments, not-for-profits, social enterprises, community groups, regional research institutions, Aboriginal Land Councils or similar. Eligible proposals may qualify to be further assessed and possibly score additional points through the Small businesses supporting points assessment (Assessment Criterion 4)³.
9. Projects should be completed by 30 June 2024 to meet the timeframes for phasing in of the waste export bans.

Examples of eligible projects include:

- community sorting stations or baling equipment
- installation of new equipment such as sorting lines, artificial intelligence (AI) or scanning technology, crushing, washing, shredding or pulping machinery
- breaking down of e-waste into plastics and glass for recycling
- advanced recycling of hard to recycle plastics, such as mixed, multilayer, flexible or contaminated plastics back into food grade recycled plastics
- recycling of glass and plastics for use in roads, footpaths, cycleways or rail infrastructure
- breaking down of all components of waste tyres into new tyres and products, or for further recycling

³ The Department of Industry, Science, Energy and Resources identifies small to medium businesses as those businesses who carry on an enterprise in Australia, have less than 200 employees and have an ABN.

- trials for the remanufacturing of plastic, glass and other material/s into building products
- recycling of non-hazardous medical waste, such as plastic waste generated by a hospital
- projects (including trial projects or multi-location projects) that include improved material collection, preparing it for collection near main routes for further processing, recycling and remanufacturing at a major location.

Examples of projects that will not be funded include:

- projects that do not primarily address materials which are subject to the Waste Export Ban
- projects and budget items that do not align with the objectives of this grant program
- projects not located in regional and remote NSW
- projects that do not primarily address materials generated in New South Wales
- projects that produce documents only and do not deliver infrastructure (e.g. that only produce feasibility studies, scoping documentation, business case development, designs and educational programs)
- Energy from Waste (EfW) projects, including:
 - construction or modification of any facility that uses or will use waste material as an energy source
 - construction or modification of facilities to produce fuels from waste inputs, including refuse derived fuel (RDF), processed engineered fuel (PEF), tyre derived fuel (TDF), crude oils, liquid or gaseous fuels, or transport fuels
 - construction or modification of pyrolysis facilities
- proposals that provide no evidence of increasing capacity to process or reuse Export Ban Material/s once the ban on that material comes into effect
- projects that focus on routine or cyclical maintenance works
- projects submitted by applicants who are unable to demonstrate their financial capability to undertake the project
- projects commenced or completed prior to the signing of the grant agreement
- projects that cannot demonstrate that they will be able to operate lawfully (including complying with the COAG waste export ban).

2.3 Other eligibility considerations

2.3.1 Compliance with laws including NSW environment protection laws

The Environmental Trust 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 *National Parks and Wildlife Act 1974*, *Biodiversity Conservation Act 2016*, *Protection of the Environment Operations Act 1997* (POEO Act) and *Protection of the Environment Operations (Waste) Regulation 2014* (POEO Waste Regulation).

In addition, applicants are not eligible for a grant if they, or any directors or managers of the applicant organisation (whether as directors or managers of the applicant or otherwise in their personal capacity, including where they have been directors or managers of other companies), have contravened any provision of the POEO Act or POEO Waste Regulation with the result of avoiding, minimising or undermining the requirement to pay any waste contributions required under section 88 of the POEO Act.

For the purposes of this matter, the relevant provisions of the POEO Act are sections 48, 64, 88, 115, 120, 142A, 143, 144, 144AA, 144AB and 211 of the POEO Act or Part 2 of the POEO Waste Regulation in relation to any waste activities where a consequence of the contravention has the result of avoidance, minimisation or undermining of the waste contribution. This also includes a contravention of any clause of a resource recovery exemption.

These matters will 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 been commenced or an offence has been proven in court proceedings.

2.3.2 Exporting waste export ban materials outside of Australia

The applicant is required to confirm whether they, a project partner or related organisation will transport or arrange the transportation of materials subject to the waste export ban outside of Australia at any time during the life of any grant awarded.

Should your organisation be found to be involved in transportation of waste export ban materials outside of Australia without evidence of an exemption (after the ban for that material comes into effect), any grant awarded will be terminated immediately and all grant funding will have to be repaid to the Environmental Trust. (**Note:** Organisations may seek an exemption to the waste export ban from the Australian Government. Applications for exemptions are considered on a case by case basis).

2.3.3 Planning approvals and licensing

Some proposals may not be permissible or may have significant planning challenges due to their location and/or environmental constraints. Applicants must ensure that their proposed project is permissible under the *NSW Environmental Planning and Assessment Act 1979*.

Before you begin your application, you must:

- familiarise yourself with the planning approvals required for the project to proceed
- contact the relevant consent authority (council or Department of Planning, Industry and Environment) to discuss your proposal.

When submitting your application, provide the following supporting information to strengthen your application:

- evidence of any discussions with the relevant consent authority (e.g. contact names, emails, letters and details of meetings)
- any other material that demonstrates required approvals will be achieved in a timely way.

Note: Manufacturers and re-processors wishing to apply should also consider any potential licensing requirements for the on-site processing or storage of waste. A development consent and an Environment Protection Licence may be required. The following thresholds for storing and processing waste materials apply:

- inside the regulated area – storage of 1000 tonnes (or 1000 cubic metres) of material on site at any one time or processing more than 6000 tonnes of waste per year
- outside the regulated area – storage of 2500 tonnes (or 2500 cubic metres) of material on site at any one time or processing more than 12,000 tonnes of waste per year.

For information on the regulated area of New South Wales visit the EPA regulated area and levy rates website. For further information on licences, including application forms, contact the EPA or visit the EPA licence forms website.

2.4 Funding

Grants from \$10,000 up to \$1 million are available, covering up to 50% of the capital costs of the project.

2.4.1 Applicant co-contribution

Applicants are required to provide a minimum co-contribution of 50% of eligible project costs. The co-contribution should be itemised in the application budget.

If the applicant is successful, the co-contribution must be attributed to payment of specific invoices, throughout the life of the grant, covering at least 50% of the eligible costs.

Applications that include a co-contribution greater than 50% will be viewed favourably, as this will maximise government return on investment.

2.4.2 Applicant in-kind contribution

Applicants should list any 'in-kind' contributions in their application budget.

The definition of in-kind contribution activities are in the Key Terms Table are outlined on page 17.

In-kind contributions may demonstrate additional commitment to the project.

2.4.3 Funding from multiple sources

If you have or will be applying for funding from multiple government sources, you must advise the Trust if you:

- have secured funding from another government agency for the same or related activities to those you are seeking funds for from the Environmental Trust
- have current applications lodged with other government agencies for the same project or project activities
- receive funding from other government agencies while your project is under way.

Note: Activities or equipment for which applicants have received funding or support from other funding sources (e.g. other grant programs) will not be funded.

2.5 Partnership projects

The Trust encourages applicants to develop projects that include partnerships, collaboration, other funding sources and in-kind contributions. For example, businesses generating large quantities of waste may partner with those that collect and/or reprocess the material.

A project partner is any organisation or individual, other than the applicant and its employees/contractors, involved in carrying out the project, including:

- investors
- anyone involved in delivery of the project.

An organisation or individual that only leases or provides land to the applicant or project partners and has no other role in the project is not considered to be a project partner.

Preference will be given to projects that can demonstrate enduring partnerships between businesses, investors, industry, local councils and, potentially, tertiary/research organisations. Applicants are encouraged to develop partnership projects with an emphasis on whole-of-supply chain collaboration to deliver end-to-end solutions for the priority waste materials.

Partnership projects may improve the implementation and reach of projects. Collaborative applications will require a lead applicant.

It is expected that an agreement will have been reached between all partners in relation to project management, roles, responsibilities and funding contributions before applying for funds. This agreement can be provided in the form of a memorandum of understanding (MOU) signed by each partner or a letter from each partner detailing their roles, responsibilities and commitments. This may be provided after a funding offer and before signing of the grant agreement.

All project partners must be listed in the application and, at minimum, an intent for an MOU must be submitted with the grant application.

2.6 Third party assistance

While applicants are encouraged to seek collaboration from other project partners, and it is acknowledged that they may seek the services of contractors or consultants, careful consideration is required around any commercial relationships.

Applicants may seek third party assistance to develop their project and complete their application, however, any costs associated with this service will not be reimbursed with government funding and applicants will need to provide details of their financial and contractual arrangements with any third parties.

The Trust is aware of many examples where a third party's rates or charges have been significantly above market rate or have required successful grantees to use preferred suppliers. Applicants must be transparent around their arrangements with a third party so that the Trust can be certain grantees are not being taken advantage of, that projects are as cost effective as possible and that the possibility of actual or perceived fraud or corruption is minimised.

2.7 Who must submit the application?

The submission must be made by the applicant organisation. Applicants may seek assistance from consultants or other advisers to develop their proposed projects. However, the application must be submitted by the organisation applying for the grant that holds, or will hold, the licence for the resource recovery facility, should one be required, or is submitting an application in partnership with an organisation that holds, or will hold, the licence for the resource recovery facility. Submissions from third parties will not be accepted.

The application must nominate the primary contact who must be an employee or office holder of the applicant organisation. The primary contact must be available to respond to questions and requests for information from the Environmental Trust during the application assessment process and, if the application is successful, for the duration of the project.

2.8 The Triple Bottom Line

It is expected that your project will implement best practice and consideration of Triple Bottom Line outcomes: Environmental, Economic and Social. This can be defined as being mindful of the 'big picture', for example, in designing, building, upgrading or enhancing a

facility. Your application will need to demonstrate your commitment to incorporating sustainability principles into the design of your project. This includes energy and water efficiencies, biodiversity impacts and landscaping. The Government Resource Efficiency Policy (GREP) is a useful reference. You should also list any associated actions your organisation has already implemented, or intends to implement, including reference to local or organisational strategies, policies or plans.

2.9 Assessment criteria

Applications will be assessed against each criterion with associated weightings as outlined below.

Table 2 Assessment criteria and weightings

Criterion number	Criterion	Weighting
1	Proposed project must demonstrate how it will address regional or remote resource recovery challenges Proposed project should demonstrate how it is part of a solution for sorting, processing, remanufacturing or selling of recovered glass, plastics, tyres, and/or paper and cardboard in regional or remote locations. Proposed project addresses critical gaps in capacity such as: <ul style="list-style-type: none"> the project will absorb and process glass, plastics, tyres or paper/cardboard from regional or remote locations that would typically be exported from Australia, or would end up in landfill the project's location has access to the transportation and distribution networks in the relevant regional or remote location. 	30 points
2	Proposed project is supported by a sound business case, planning and regulatory requirements to proceed to construction are identified, evidence is provided on the process for gaining approvals, and project is expected to be financially viable over its operational life.	20 points
3	Proposed project will create higher-value feedstock or offtake for remanufacturing products for which a suitable level of demand is expected. Identification of end-markets is essential.	15 points
4	Proposed project will support local small to medium businesses and employment and long-term economic growth and development in regional or remote locations. Small to medium businesses are those who carry on an enterprise in Australia and have less than 200 FTE employees and an ABN.	15 points
5	Project is in or will predominantly service Remote NSW or in Very Remote NSW in accordance with the ABS remoteness classification.	5 points
6	Proposed project is unlikely to proceed without assistance from the Australian and NSW Governments, or will only proceed at a much later date or on a much smaller scale.	5 points
7	Proposed project has a clear and credible plan to fully engage and consult affected stakeholders, Traditional Custodians and communities.	5 points
8	Projects will be fully operational by 30 June 2024.	5 points

Small Organisations Supporting Points Assessment (only small organisations (i.e. those that carry out an enterprise in Australia, have less than 200 FTE (full time equivalent) employees and have an ABN) are eligible to receive points under these criteria)

Criterion number	Criterion	Weighting
9	The applicant is a small organisation with experience operating in the proposed project location.	5 points
10	Proposed project will create at least two FTE ongoing jobs.	5 points
11	Project connects local businesses, builds partnerships, and supports local supplier hubs.	5 points

2.10 Application budget

2.10.1 Overview

The application budget (Attachment B1) is an Excel document, separate from the main application form and can be downloaded from the Trust’s website.

When you complete the budget spreadsheet the figures you enter will be added-up automatically. You cannot cut and paste data into the document as it will alter the formatting and cause errors, which may result in your budget submission being deemed ineligible.

Enter the data manually and submit the completed form as an Excel document so that it can be uploaded directly into the Trust database. **Do not PDF.**

An incorrect or incomplete application budget form may render the application ineligible or reduce the Technical Review Committee’s confidence in your capacity to deliver the project and manage project finances. If you are unclear about what is eligible and ineligible or how to complete the budget spreadsheet, please contact the EPA to discuss.

The application budget consists of one worksheet with 3 parts:

Part 1 Project expenditure breakdown

Part 2 Other sources of project income

Part 3 Summary of project budget

You must complete Parts 1 and 2 and the ‘total’ fields will be added automatically in Part 3.

All items in your budget need to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and activities of your project. Ensure you can provide a corresponding invoice for all expenditure at the reporting stage. Be specific and give unit values where possible.

2.10.2 Cash and in-kind contributions

The Australian Government and the Trust value the ability to secure additional cash and in-kind contributions that reflect support for a project and add value for money. Include all eligible costs for the project in Parts 1 and 2 of the budget to a maximum of \$1,000,000 requested as a grant.

2.10.3 Taxation – goods and services tax (GST)

GST applies to payments made under this grant program. However, some grants may be subject to income tax in the hands of certain recipients. It is therefore recommended that you, as the applicant, seek independent legal and financial advice if uncertain about your organisation’s taxation obligations.

Organisations administering a grant (and registered for GST) are not to include GST in the application budget figures. The Trust will add 10% GST to the grant payment.

Organisations administering a grant that are not registered for GST are to include in the application budget any GST that will be incurred during the life of the project.

A tax invoice is required for the Trust to pay each grant milestone payment. The invoice is to include GST if applicable. All NSW local and state government entities are GST exempt, and invoices should not include GST.

2.11 Application requirements

Applicants are required to submit the following documents:

- | | |
|---|-----------------------------|
| • Application Form | PDF Document |
| • Responses to Criterion 1-8 | PDF, Word or Image Document |
| • Responses to Criterion 9-11 (if required) | PDF, Word or Image Document |
| • Application Budget | Excel Document |
| • Capacity Throughput and End Use | Excel Document |
| • Supporting Documents | PDF, Word or Image Document |

Note: The Application Form and Budget documents are locked. This means that the size of the text boxes will not expand, and your answer must fit into the space provided.

2.12 Checklist and document naming

Use the checklist at the end of the application form to make sure that your application is complete. You must adhere to these naming conventions for submitting the application documents:

- | | |
|------------------------|---|
| • Application Form | 01 Grant Application |
| • Criterion 1 | Attachment A |
| • Capacity Throughput | A1 Capacity Throughput |
| • Criterion 2 | Attachment B |
| • Application Budget | B1 Grant Application Budget |
| • Criterion 3 | Attachment C |
| • Criterion 4 | Attachment D |
| • Criterion 5 | Attachment E |
| • Criterion 6 | Attachment F |
| • Criterion 7 | Attachment G |
| • Criterion 8 | Attachment H |
| • Criterion 9 | Attachment I (small organisations only) |
| • Criterion 10 | Attachment J (small organisations only) |
| • Criterion 11 | Attachment K (small organisations only) |
| • Supporting Documents | 04 Supporting Documents |

2.13 Supporting documents

Additional or supporting material submitted with your application should be kept to a minimum. Limit the number and size of attachments. Examples of acceptable attachments include:

- evidence of consultation on Development Approval
- evidence of consultation on Environment Protection Licence requirements
- locational map
- letters of support from councils
- quotes.

2.14 Who to contact for help?

For application assistance

NSW Environmental Trust

Phone: (02) 8837 6093

Email: waste.recycling@environmentaltrust.nsw.gov.au

For general program or project assistance

NSW Environment Protection Authority

Phone: (02) 9995 6179 or (02) 9995 6920

Email: infrastructure.grants@epa.nsw.gov.au

Late or incomplete applications will not be considered. The Trust recommends you consult with the EPA on (02) 9995 6179 or (02) 9995 6920 to discuss your project ideas.

2.15 Application assessment process

2.15.1 Acknowledgement of receipt of applications

You should expect acknowledgement of receipt of your application within two days of the closing date. If you do not receive an acknowledgement email, contact Trust Administration to ensure your application has been received.

You should expect to receive an email with a unique reference number within three weeks of the closing date. This reference number should be used in all correspondence to and from the Trust. If you do not receive an email within 3 weeks, contact Trust Administration at waste.recycling@environmentaltrust.nsw.gov.au.

2.15.2 Assessment and approval process

The applications will be assessed first by the NSW Environmental Trust through an independent Technical Review Committee (TRC). Selected NSW projects will then be submitted to the Australian Government for assessment.

After the closing date, Trust Administration will check whether your application is eligible and complete.

The Trust will use the information you supply to assess your project. Some of this information may be used for promotional purposes (see 'Confidentiality' below).

The Trust establishes an independent Technical Review Committee (TRC) for each grant program. Each TRC is made up of people with knowledge and experience relevant to the particular grant program and includes at least one community group representative and at least one industry representative. TRC members agree to undertake their duties within the principles of ethical conduct, integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The TRC will assess the merit of your application against the assessment criteria outlined in these guidelines. The assessment process is overseen by an independent probity auditor. The TRC will make recommendations to the Trust Board that will then make the final decision on which projects will be put forward for funding consideration by the Australian Government. The Australian Government will determine which of the recommended NSW projects will be awarded funding and the amount of funding to be awarded.

Note: The recommended projects will be competitively assessed by the Australian Government against projects submitted from across Australia. Recommended projects are not guaranteed funding.

Applicants that are not recommended for funding may request feedback on their applications by emailing Trust Administration at waste.recycling@environmentaltrust.nsw.gov.au.

There is no appeal process against decisions made by the Trust or the Australian Government.

2.15.3 Notification of decisions

The Minister for Agriculture, Water and the Environment of Australia and Minister for Energy and Environment of NSW (as Chair of the Environmental Trust), may publicly announce the successful applications once final funding decisions are made. Applicants will also be notified in writing.

2.15.4 Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest of which they may be aware in relation to being awarded a grant, particularly where:

- the proposed project will be undertaken on private land and that land is owned by a member or members (or relatives) of the organisation applying for a grant
- members, or relatives of members, of the organisation applying for a grant are being paid as project managers (or similar) with Trust funds
- members, or relatives of members, of the organisation applying for a grant are being paid as contractors with Trust funds
- works carried out by the project may create current or future financial or other benefits for members of the organisation applying for the grant, or their relatives

- third parties used to assist in the preparation of the grant application will potentially be engaged to carry out work on the project.

Such circumstances do not exclude the project from being funded, however, they must be identified and flagged as a potential conflict of interest. The Technical Review Committee will assess each situation on its merits.

2.15.5 Confidentiality

The Trust will use the information you supply to assess your project for funding. The Trust may share this information with the EPA and/or the Australian Government as program partners. Information on funded projects may be used for promotional purposes. Information that you provide to us may be shared with other New South Wales and Australian Government agencies and consultants on a confidential basis to better understand the status of the relevant waste markets or infrastructure.

Otherwise, subject to legal requirements of disclosure, we will endeavour to treat sensitive personal and confidential information that you provide to us confidentially. If you require strict commercial confidentiality, you should request this in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

2.15.6 Intellectual property

The applicant must own, or be able to lawfully use, any intellectual property required to carry out the project. The applicant will be required to give the Australian Government, EPA and Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

2.15.7 What happens if false or misleading information is supplied for the application?

Applicants must certify that all the information in the application is true and correct. The grant will be revoked and funds, plus interest, must be repaid if:

- the Grantee at any time provides misleading or false information
- there has been a material change in the circumstances of the Grantee's financial position, structure or identity including:
 - being a company, resolves to go into liquidation
 - being a non-profit company, ceases to retain its non-profit status
 - being an organisation, ceases to operate.

An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

Please be aware that the Trust or EPA may conduct financial and other background checks on applicant organisations, project partners and personnel before awarding funding.

2.15.8 Probity

The Trust places a high level of importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

2.15.9 Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors and consultants must be chosen on their merits and ability to effectively deliver the work.

Grantees must select contractors or consultants via a competitive process. This may be subject to audit by the Trust, so all procurement documentation should be retained by the grantee.

For any contract over \$30,000 you must secure a minimum of three written tenders/quotations. Unless selected through an open competitive process, the value of work by any single contractor or consultant must not exceed \$30,000 in total over the life of the funded project.

If an applicant uses the services of a contractor or consultant to assist in the development of an application, that contractor or consultant is excluded from tendering or quoting for work on the successful project, as they would have an unfair advantage.

Projects that involve related-party transactions: Applicants who are purchasing goods or services from related entities will not be eligible for funding unless they can prove to the satisfaction of the Trust that any financial benefit is given on terms that would be reasonable in circumstances where the parties are dealing at arms-length or on terms that are less favourable to the related party. While these types of transactions are legal and ethical, the relationship inherent between the involved parties creates potential conflicts of interest and the Trust would prefer not to have to manage these potential conflicts. If in doubt, contact Trust Administration before submitting your application. The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the *NSW Government Code of Practice for Procurement (2005)*.

2.16 Obligations of successful applicants

2.16.10 Grant agreement

Successful applicants will be required to sign a performance-based grant agreement with the Trust, which will stipulate all funding obligations and conditions. The Trust will closely monitor adherence to all requirements of the agreement, as well as progress against project deliverables and expenditure of funds. Funding is paid after completion of agreed milestones and continued funding is dependent upon the Trust's acceptance of milestone reports.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign the agreement. If the agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will be required to comply with all conditions (including special conditions) contained in the agreement, including, but not limited to:

- accept the grant funding is contingent on improved quality and consistency of product and may be adjusted according to any variances to the agreed outcomes
- provide written evidence from project partners who are contributing funds or resources to the project
- confirm a final schedule of payment and reporting dates relative to all project activities
- complete a project measures report at time of project commencement (projected numbers) and with each milestone report (actual numbers achieved). Templates are available on the Trust website detailing what type of information will be required

- provide milestone and final reports in accordance with the reporting requirements outlined in the agreement, including an independently certified final statement of expenditure
- provide all related invoices to the Trust, including evidence of in-kind expenditure
- provide a tax invoice to the Trust for each grant instalment
- submit to the Trust, in writing, any request for a variation to the agreed project plan, project measures, timeframe or budget
- not proceed with requested variation unless/until formal approval received from the Trust
- acknowledge the Australian and NSW governments in all promotional material and public statements about your project. Your acknowledgement must include the appropriate Australian and NSW government logos in accordance with publishing requirements. Logo and requirements for use may be downloaded from the Trust website
- agree for all knowledge gained as part of the grant to be made publicly available, whether that be publishing the final report or promoting the project via other avenues available to the Australian Government, the Trust and the EPA
- invite Australian Government, Trust and EPA representatives to any launch or public event associated with this funding, and where they can attend, they are acknowledged as official guests and provided with the opportunity to publicly address the event.

Successful applicants will also be required to demonstrate commencement of the project within four months of signing the grant agreement, which includes obtaining all approvals, advertising tenders or commencement of works. If a project is not commenced within this four-month period and without justification and Trust approval, the grant may be revoked.

2.16.11 Project implementation timeframe

There is limited capacity to carry over unspent program funds to future financial years. Consequently, projects must be completed by 30 June 2024.

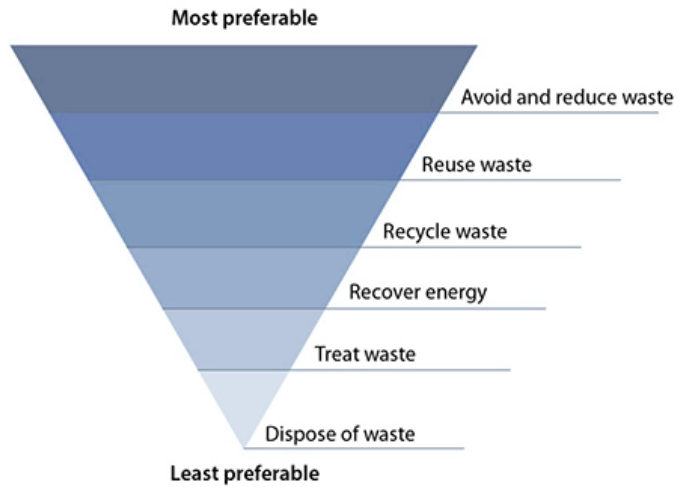
For projects that are not completed by 30 June 2024, a formal variation must be submitted to the Trust justifying why the grant should not be terminated. Requests for variations to projects must be submitted in writing to the Trust as soon as possible after the need for extension is identified. Extensions of time will only be approved under exceptional circumstances.

2.17 Interpretation of key terms

Table 3 Interpretation of key terms

Term	Description
Environment Protection Authority (EPA) waste hierarchy	The waste hierarchy is a set of priorities for the most efficient use of resources, drawn from the objectives of the <i>Waste Avoidance and Resource Recovery Act 2001</i> .

Term	Description
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In-kind activities	<p>Contributions to a project that are not financial. Examples of in-kind contributions include:</p> <ul style="list-style-type: none"> • staff time to manage project implementation, including volunteer labour (calculated at \$50/hour for instance) • installation costs that use existing internal resources • use of equipment or machinery that is already owned by the funding recipient (provided at no cost).
Recycling	<p>Activities in which solid wastes are collected, sorted, processed, and converted into raw materials to be used in the production of new products.</p>
Re-processors	<p>Use industrial processes to change the physical structure and properties of discarded materials so they can be used again by the community. Re-processors are diverse in nature and range from facilities that dismantle and break down products (e.g. tyres, e-waste and mattresses) into their different components to provide feedstock for further reprocessing through to facilities that melt, break up and reform materials (e.g. organics, plastics, glass and rubber) to either make feedstocks for new products or reuse materials.</p>
Resource recovery	<p>The sum of materials sent to recycling net of contaminants and residual wastes sent to disposal.</p>
Trial	<p>Projects that test the feasibility of innovative technologies and methodologies to increase recycling or reuse of Waste Export Ban Materials.</p>
Waste export ban material	<p>Materials subject to the Council of Australian Governments (COAG) waste export ban. The decision was taken on 13 March 2020 by COAG to phase out the export of waste plastic, paper, glass and tyres. These include liquid paperboard but exclude textiles.</p> <p>For a full description of the materials covered by the COAG Waste Export Ban visit the Department of Agriculture, Water and Environment website.</p>

3. More information

- [2019 National Waste Policy Action Plan](#)
- [Australian Bureau of Statistics](#)
- [Australian Bureau of Statistics: Remoteness Structure](#)
- [Australian Tax Office definition](#)
- [Corporations Act 2001](#)
- [Department of Agriculture, Water and Environment](#)
- [Environmental Trust](#)
- [EPA licence forms](#)
- [EPA regulated area and levy rates](#)
- [National Partnership on Recycling Infrastructure](#)
- [NSW Government Code of Practice for Procurement \(2005\)](#)
- [NSW Local Government Act 1993](#)
- [Regional Development Associations](#)
 - [Central Coast RDA Committee](#)
 - [Central West RDA Committee](#)
 - [Far South Coast RDA Committee](#)
 - [Far West RDA Committee](#)
 - [Hunter RDA Committee](#)
 - [Illawarra RDA Committee](#)
 - [Mid North Coast RDA Committee](#)
 - [Murray RDA Committee](#)
 - [Northern Inland RDA Committee](#)
 - [Northern Rivers RDA Committee](#)
 - [Orana RDA Committee](#)
 - [Riverina RDA Committee](#)
 - [Southern Inland RDA Committee](#)
 - [Sydney RDA Committee](#)