



# Waste Less, Recycle More Initiative

Waste and Recycling Infrastructure Fund

Resource Recovery Facility Expansion and  
Enhancement Grants Program

Round 5 Guide for Applicants

Closing date: 5pm Wednesday 20 December 2017

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## About the Resource Recovery Facility Expansion and Enhancement (RRFEE) program

### Objective

The objective of this program is to **increase the amount of waste materials recycled** by accelerating and stimulating investment in recycling infrastructure at **existing licensed recycling facilities**. It provides grants as matched funding to eligible organisations.

Proposed grants will be considered based on their ability to increase recycling of waste materials from households and businesses in a cost-effective manner. This grants program will focus on expanding and enhancing infrastructure and plant for:

- recovery of recyclables from sorted and unsorted waste from business, industry and households
- reuse, recycling and reprocessing of recyclable materials from business, industry and households such as
  - paper, glass, metals
  - tyres, rubber
  - wood/timber including engineered timbers
  - copper chrome arsenate (CCA) treated timber and other treated timbers
  - plastics
  - cardboard and consumer packaging
  - e-waste
  - plasterboard and other construction and demolition (C&D) wastes (excluding asbestos and contaminated waste).
- processing and stabilisation of residual business, industry and household waste

This program will not fund:

- new recycling facilities – the [Major Resource Recovery Infrastructure](#) grants program provides support for new infrastructure
- infrastructure and plant for food and garden waste – the [Organics Infrastructure Fund](#) provides funding for this infrastructure.

Applications are now invited for Round 5 of the RRFEE grant program.

Changes have been made to the matched funding arrangements and the application process, and applicants are encouraged to read the guidelines in full before preparing an application.

## Eligible organisations and projects

### Eligible organisations

To be eligible for this funding, organisations must:

1. currently own and operate a resource recovery facility that is licensed by the NSW Environment Protection Authority
2. AND be one of the following types of organisations:
  - Council (as defined in the *Local Government Act*), regional organisation of councils or other local government controlled organisation
  - Non-government/not-for-profit organisation (must comply with the [ATO's definition](#)) with an established legal status
  - Non-government/not-for-profit organisation (must comply with the [ATO's definition](#)) without a legal status that are able to be administered by another organisation
  - Company or partnership as defined under the Corporations Act
3. AND have a history of compliance with NSW environment protection laws

### Submission must be by the applicant organisation

Applicants may seek assistance to develop their project, from consultants or other advisers. However, the application must be submitted by the organisation applying for the grant, which holds the licence for the resource recovery facility. Submissions from third parties will not be accepted. The application must nominate the primary contact who is an employee or office holder of the applicant. The primary contact must be available to respond to questions and requests for information from the EPA during the application assessment process and, if the application is successful, for the duration of the project.

### Unincorporated organisations must nominate an administrator

Non-government organisations may nominate another organisation to administer grant funds on their behalf. If your organisation is not incorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation or government entity to be eligible to apply.

### Compliance with NSW environment protection laws

Please note that 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 *National Parks and Wildlife Act 1974*, *Protection of the Environment Operations Act 1997 (POEO Act)*, *POEO (Waste) Regulation 2014 (POEO Waste Reg)* and the *Native Vegetation Act 2003*.

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 been commenced or an offence has been proven in court proceedings.

### Transporting waste out of NSW

Will your organisation, a project partner or related organisation transport or arrange the transport of waste generated in NSW for disposal outside of NSW at any time during the life of any grant awarded?

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 that have operations near the border of any other State or Territory may apply for an exemption from this requirement.)

## Eligible projects

The Resource Recovery Facility Expansion and Enhancement grants program aims to increase the amount of waste materials recycled in NSW.

Grants of between \$100,000 and \$1,000,000 are available under two streams; large and medium, to provide up to 50 per cent of the **capital costs** relating to the **enhancement** or **expansion** of infrastructure. Councils that are eligible under the '**hardship clause**' may be funded up to 75% of the capital costs. Matched funding arrangements are described in the following section.

**Enhancement:** A project that will involve changes to an existing sorting or recovery facility that will increase the recovery of waste materials. An example may be an enhancement to a material recovery facility to separate and recycle plastics that would otherwise be disposed to landfill.

**Expansion:** A project that involves an increase in processing capacity of an existing plant. For example, a plastic and glass recycling operation that increases its processing capacity from 10,000 tonnes per annum to 15,000 tonnes per annum.

**Note:** Facilities processing C&D wastes and packaging materials are strongly encouraged to apply. Funding priority will be given to applicants proposing to install such facilities in targeted areas identified.

Projects aimed at expanding or otherwise enhancing regionally significant facilities should be based on priorities in the regional waste strategies and the Waste and Resource Recovery Infrastructure Strategy 2017-2021. Please speak to the EPA if you are not aware of the regional waste strategy for your area.

## What will not be funded?

Infrastructure projects will be ineligible for funding where:

- Facility upgrades and enhancements do not recycle additional material
- Contracts or commitments to construct infrastructure or buy equipment have already been entered into and/or where construction/installation has commenced
- The primary purpose of the project is to convert waste to energy.

Recycling is not considered additional if, as at the opening date of this grant round, a prospective applicant:

- Is already contracted to receive waste for a period of more than three years; and
- Is required to recycle or reuse that waste under that contract; or
- Is contracted to supply a recycled product that could be derived from that waste for a period of more than three years.

## Matched funding

Grants of between \$100,000 and \$1,000,000 are available to provide up to 50 per cent of the **capital costs** relating to the **enhancement** or **expansion** of infrastructure.

The Applicant's co-contribution must be in cash; able to be attributed to payment of specific invoices covering at least 50 per cent of the eligible costs; and at least equal to the grant amount spent.

Funding will be available to cover the cost of construction of recycling and processing equipment, sheds, buildings and directly related civil works, but will not cover the purchase of land. Funding can also be used for planning approval from council (if needed) and/or variations to Environment Protection licences. Applicants that are willing to contribute more than 50 per cent will be favoured in the grant assessment process.

The following specific items are ineligible for grant funding including as your co-contribution:

- land acquisition

- project management costs
  - ongoing operational costs
  - ongoing maintenance of projects to which organisations have committed as part of a previous grant or another project
  - any costs associated with the application or gaining of funding
- Note:** any Third Party involved in the development of the project application should not be eligible to tender for contract activities for that project (due to unfair advantage)
- works already completed at the time the funding round opened (including but not limited to contracts to construct infrastructure or buy equipment or where construction/installation has already commenced).

**Hardship clause** - A 'hardship clause' has been introduced for eligible councils. Councils that do not have the capacity to co-contribute 50% of total costs for large infrastructure projects, such as in remote regional areas of NSW, may be eligible to apply. For Councils that qualify under this clause, the EPA will consider funding up to 75% of total project costs.

The EPA will use a number of criteria to determine a council's eligibility including:

- total area (km<sup>2</sup>) of LGA
- number of rate paying properties (residential, business, farmland) within the LGA

To find out if you qualify for special consideration, please contact the EPA on (02) 9995 6920 before you lodge your application.

### Funding from multiple sources

Some large projects may require multiple sources of government funding. You must advise us if you:

- Have secured funding from another government agency for the same or related activities to those you are seeking funds for from the EPA.
- Have current applications lodged with other government agencies.
- Receive any funding from other government agencies while your project is underway.

The EPA encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

### Financial and economic analysis

The financial analysis is required to demonstrate that the project is financially viable. The cost-benefit analysis is required to ensure that approved projects will provide value for money, deliver a net public benefit and will deliver significant resource recovery outcomes.

Only Stream 1 (large projects) will need to submit both a financial analysis and cost-benefit analysis (see below):

- **Stream 1 (large projects)** - applicants with a total project value of \$1million or more will need to undertake a financial analysis **and** a cost benefit analysis (economic analysis)
- **Stream 2 (medium projects)** - applicants with a total project value of less than \$1million will need to undertake a financial analysis only

For further guidance on conducting a cost benefit analysis, applicants should refer to [NSW Treasury's NSW Government Guidelines for Economic Appraisal](#) and consider applying for EPA business case support (see page 6, Business case for more details).

Please ensure you complete the correct application form for your project - Stream 1 or Stream 2.

## Assessment criteria

Selection for EPA grants is a competitive merit-based process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria, set out below.

The application forms will allow the TRC to assess your project. Your application should be prepared with these criteria in mind. Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. All questions in the application form should be answered fully.

|   |
|---|
| 1. Amount diverted (20 per cent). See question 18, Part D Waste Tonnage Forecast  |
| <ul style="list-style-type: none"> <li>Increased capacity to recycle <i>additional</i> materials, measured in tonnes/year.</li> <li>Business, industry and household materials diverted from landfill, measured in tonnes per year. Priority recyclable materials include paper, glass, metals, tyres, rubber, wood/timber including engineered timber, Copper Chrome Arsenic (CCA) treated timber and other treated timbers, plastics, cardboard and consumer packaging, e-waste, plasterboard and other construction and demolition (C&amp;D) wastes excluding asbestos and contaminated waste.</li> </ul>  |
| 2. Market analysis and business case (10 per cent). See questions 19 to 24  |
| <ul style="list-style-type: none"> <li>Access to supply of recyclable material to utilise the additional capacity <ul style="list-style-type: none"> <li>Suppliers of <i>additional</i> waste are identified?</li> <li>Pricing and service offering are viable/credible?</li> </ul> </li> <li>Access to markets to utilise the recovered materials <ul style="list-style-type: none"> <li>buyers of recovered materials are identified</li> <li>appropriate specifications and quality standards for products selected</li> <li>compliance of products with Resource Recovery Orders and Exemptions likely</li> </ul> </li> <li>Pricing and service offering are viable/credible.</li> </ul>  |
| 3. Technical analysis (10 per cent). See questions 25 to 27.  |
| <ul style="list-style-type: none"> <li>Suitability of the project for the specific facility and location given other existing and planned facilities servicing that locality or region.</li> <li>Effectiveness of the technology for the proposed application and materials.</li> <li>Evidence that the technology has been proven in similar applications, including overseas (written testimonials or contactable referees).</li> </ul>   |
| 4. Planning and environment protection licensing (10 per cent). See questions 28 to 32.   |
| <ul style="list-style-type: none"> <li>Ability to obtain relevant planning and licensing approvals.</li> <li>Performance and compliance history of existing licenses.</li> </ul>  |
| 5. Project impacts (10 per cent). See questions 35 to 38.   |
| <ul style="list-style-type: none"> <li>Alignment with sustainability policy/strategy.</li> <li>Evidence of sustainability in design / implementation.</li> <li>Environmental benefits (including non-market costs and benefits).</li> <li>Social benefits.</li> <li>Economic benefits.</li> </ul>   |
| 6. Value for money and economic benefit (30 per cent). See questions 39 to 44 (Stream 1); 39 to 43 (Stream 2)   |
| <ul style="list-style-type: none"> <li>Grant dollars invested per annual tonne of additional recycling capacity (priority given to projects seeking less than \$150 per tonne per year of built processing capacity) - see Application budget spreadsheet.</li> <li>Overall investment by government (minimise percentage) and the related co-investment leveraged (See Application budget).</li> <li>Financial viability of project for all applicants (Financial Analysis form to be submitted).</li> </ul> <p><i>Additional requirements for stream 1 (large projects):</i></p> <ul style="list-style-type: none"> <li>Includes CBA consideration for projects valued at over \$1million, regardless of the amount of grant funding requested, (Cost Benefit Analysis form to be submitted).</li> <li>Net public benefits based on the cost benefit analysis and compliance with NSW Treasury's Economic Appraisal Guidelines (See Application budget).</li> </ul> |
| 7. Demonstrated ability to deliver the project to a high standard (10 per cent). See questions 45 to 47 (Stream 1); 44 to 46 (Stream 2)   |
| <ul style="list-style-type: none"> <li>Sound project planning and methodology.</li> <li>Demonstrated management skills, expertise and relevant experience.</li> <li>Management systems currently in place at the facility to be expanded or enhanced.</li> </ul>  |

8. Compliance History – eligibility and risk assessment consideration. See questions 33 and 34

- Compliance with NSW environmental and planning laws.
- Performance under any previous *Waste Less, Recycle More* or NSW Environmental Trust grants.

## Business case support

The EPA will make available up to eight hours of business case support to prospective applicants with additional hours for applicants demonstrating hardship e.g. councils in rural and regional areas. The number of hours support available will depend on which stream you are applying for funding.

- Stream 1 (large projects) – up to 8 hours
- Stream 2 (medium projects) – up to 6 hours

The role of the advisors will be to provide specialist advice to the applicant as they prepare their business case; advising on appropriate analysis, content and presentation of information. In other cases, the advisor will provide comment and critical feedback on the quality of the business case presented. Business cases prepared in a consistent format and to high standards will streamline the assessment process and increase the overall quality of grant applications.

To apply, applicants will need to complete the EPA's Business Case Advisory Service application form which can be found on the EPA's webpage.

The advisors are able to cover the following areas of planning and analysis:

- Market analysis, including supply of waste and demand for product.
- Technical analysis, including selection, integration and optimisation of plant and equipment.
- Cost benefit analysis, including the preparation of a cost benefit analysis consistent with NSW Treasury Guidelines and assessment of net public benefits.
- Financial analysis, including the external costs and benefits.
- Planning and licensing analysis.
- Project planning to detail steps involved in commissioning and ongoing operation of the infrastructure.

Advisors **will not** be funded by the EPA to:

- Gather the necessary background information, although they can provide advice on where to access the necessary information. It is expected that the applicant would have already developed or have this ready.
- Prepare a complete business case on behalf of the applicant.
- Prepare a complete grant application on behalf of the applicant.

The provision of support is at the discretion of the EPA and not all applicants will receive support. A decision by the EPA not to provide business case support does not imply that the project is ineligible for funding.

If you are successful, the EPA program manager will contact you and will arrange a meeting time with the advisor. Advisors are contracted by the EPA and are bound to keep information provided by applicants as confidential.

Requests for support under the Business Case Advisory Service are available from:

**Wednesday 25 October 2017 to 5pm Wednesday 13 December 2017.**

You are encouraged to apply early to allow sufficient time and resources for your request to be met.

## Application and submission process

The Application Form consists of four parts:

| Part | Forms                    | Format            | Stream 1 must complete (for projects valued over \$1m) | Stream 2 must complete              | Note  |
|------|--------------------------|-------------------|--|-------------------------------------|---|
| A    | Application Form         | Word doc          | <input checked="" type="checkbox"/>                    | <input checked="" type="checkbox"/> |   |
| B    | 1. Application Budget    | Excel Spreadsheet | <input checked="" type="checkbox"/>                    | <input checked="" type="checkbox"/> | 1. Application budget form is locked. Do not cut and paste into the spreadsheet.  |
|      | 2. Financial analysis    | Excel Spreadsheet | <input checked="" type="checkbox"/>                    | <input checked="" type="checkbox"/> | 2. All applicants must complete a Financial Analysis using the template provided.   |
|      | 3. Cost benefit analysis | Excel Spreadsheet | <input checked="" type="checkbox"/>                    | <input type="checkbox"/>            | 3. Projects valued at over \$1million, regardless of the amount of grant funding requested, must complete a detailed Cost-Benefit Analysis using the template provided. |
| C    | Project Plan             | Word document     | <input checked="" type="checkbox"/>                    | <input checked="" type="checkbox"/> | Form will expand to accommodate your answers.   |
| D    | Waste tonnage forecast   | Excel Spreadsheet | <input checked="" type="checkbox"/>                    | <input checked="" type="checkbox"/> | Form is locked with cells allowing for quantity of additional waste input and output data. Do not cut and paste into the spreadsheet.                                   |

These documents can be downloaded from the [EPA's website](#). For further information on Part B please refer to the details below and instructions within each [Excel document](#).

### Financial analysis

In the financial analysis applicants need to:

- Include all projects costs, including capital, operating, maintenance, provision for contingencies and tax.
- Include all income streams e.g. gate fees, sale of recovered materials and grants.
- Confirm that the project is financially viable.

### Cost benefit analysis

Applicants with projects valued at over \$1million, regardless of the amount of grant funding requested, will need to undertake a detailed cost benefit analysis of their project to ensure that approved projects will provide value for money, deliver public benefits and will deliver significant resource recovery outcomes. This is a form of economic appraisal that will assist the EPA to understand the private and public benefits associated with your proposal.

Commercially sound projects that seek to maximise public benefits (such as diversion of waste from landfill, other environmental benefits, and creation of new jobs) will be favourably considered. Applicants should provide a detailed analysis of the following criteria to support their application:

- all costs are identified (capital, operating, maintenance, provision for contingencies)

- all benefits are identified (e.g. avoided costs, savings, and revenue from sale of recovered materials)
- net benefits are assessed (using the discounted stream of costs and benefits based on NSW Treasury's economic appraisal guidelines), and include data on:
  - net present value with and without grant funding
  - benefit cost ratio
  - internal rate of return (percentage)
  - dollars of grant funding per tonne of additional material recycled
  - sensitivity testing (analyse options under different scenarios and discount rates)
- all references are documented including the data sources and assumptions.

Applicants should consider applying for EPA business case support (see above for more details).

### Who to contact if you need further help

#### NSW Environment Protection Authority

For all enquiries about this program please contact the EPA Program Manager using the details below

Phone: (02) 9995 6920

Email: [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au)

**Note:** Previously, this program was delivered through a partnership between the NSW Environmental Trust and the NSW Environment Protection Authority (EPA). In Round 5, the EPA will be responsible for delivery of the program.

### Letters of support

If letters of support are submitted with your application they must be signed by a senior manager or senior officer bearer of the organisation providing them and be relevant to this proposal.

### Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Review Committee for consideration. Use extracts as appropriate with reference to full documents. If you do provide attachments they must be referenced in the application by document and page number. Provide a concise answer in the space provided and reference to additional information. Do not merely state 'see attachment' as this will not be considered as an answer.

## Application submission

It is recommended that you read all sections of the Guidelines for applicants, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST. Before submitting your application, please refer to the submission process set-out below.

**Applicants must adhere to the naming instructions** for submitting their application documents.

- Answer **all** questions in Part A - Application Form.
- Application budget must be submitted as an Excel document. **DO NOT PDF**
- Waste tonnages forecast must be submitted as an Excel document. **DO NOT PDF**
- Project Plan form: must be submitted as a Word document. **DO NOT PDF**
- Cost Benefit Analysis and Financial Analysis must be submitted using the Excel templates provided. **DO NOT PDF**
- Attach all required supporting information. Additional information should be kept to a minimum. **If your application refers to a large document, only include the relevant pages of that document** i.e. title page, executive summary, relevant pages. If submitting a PDF, do not lock this document. If locked, it is unable to be merged into the review package.
- Submit your entire application by **ONE** of the methods below - **DO NOT** Email AND post.  
**Note:** Email is the preferred option. Posted USB applications must be received on or before the closing date.
- **Do not fax** any part of your application.
- **Do not ZIP your application documents.** ZIP files **cannot be accepted** by the EPA.
- Email subject line format must be: **Organisation Name - RRFEF Round 5 Application.**
- One application per email. If more than one, number accordingly. i.e. **XYZ Company RRFEF Round 5 Application - 1.**
- If your application exceeds 20MB, submit your application in a series of emails. Submit the application forms in one, and your attachments in another. Please use the following subject line for your email: **Organisation Name RRFEF Round 5 Application – Email 1 of 2, and Organisation Name RRFEF Round 5 Application – Email 2 of 2.**
- Submit your application form and all other documents by the **closing date 5pm Wednesday 20 December 2017.**

|                     |   |  |
|---------------------|---|--|
| <b>Email to:</b>    | infrastructure.grants@epa.nsw.gov.au  | <ul style="list-style-type: none"> <li>• <b>Note:</b> If the files exceed 20MB please submit as a series of emails.</li> </ul>                                   |
| <b>Post USB to:</b> | NSW Environmental Protection Authority<br>PO Box 668<br>PARRAMATTA NSW 2124 | <ul style="list-style-type: none"> <li>• You may submit all your forms and supporting documents on a USB.</li> <li>• Hardcopies will not be accepted.</li> </ul> |

### Document naming

- Application Form                      01 Grant Application
- Application Budget                    02 Grant Application Budget
- Project Plan                              03 Project Plan
- Waste Tonnage Forecast              04 Tonnage Forecast
- Financial Analysis                      05 Financial Analysis
- Cost Benefit Analysis                 06 Cost Benefit Analysis

**Any application that is late, incomplete or ineligible will not be considered.**

## Assessment and notification

### Acknowledgement of receipt of applications

The EPA will acknowledge receipt of your email within two working days. If you have not received notification within this time it is your responsibility to contact the EPA to ensure that your email has been received.

You should expect acknowledgement of your Application Form within two weeks of the closing date. Confirmation will include one unique reference number, which should be used in all correspondence to and from the EPA. If you do not receive acknowledgement within two weeks, please contact the EPA on either (02) 9995 6920 or [infrastructure.grants@epa.nsw.gov.au](mailto:infrastructure.grants@epa.nsw.gov.au).

### Assessment and approval process

After the closing date, EPA staff will check whether your application is complete for assessment purposes.

The EPA establishes a Technical Review Committee for each grants program. The EPA's Technical Review Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee 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 Technical Review Committee will assess the merit of your proposal by using the assessment criteria outlined on page 5 and will make recommendations to the EPA. The EPA, having considered the Technical Review Committee's recommendations, will endorse or amend the decision and approve funding accordingly. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding. A copy of the standard Deed of Agreement can be found on the EPA's website.

Unsuccessful applicants can request feedback on their applications by contacting the EPA. Decisions by the EPA are final. There is no appeal process.

### Notification of grant decisions

The Minister for the Environment will publicly announce the successful applicants. Applicants will also be notified in writing. It is anticipated that the announcement for Round 5 will occur in February-March 2018.

## Obligations of successful applicants

### Funding deed of agreement

Successful applicants will be required to enter into a performance-based deed of agreement which will stipulate all funding obligations and conditions. The EPA will monitor the progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory milestone reports.

A milestone report is a regular progress report by the funding recipient against agreed performance measures, or milestones. It includes a summary of activities undertaken during the reporting period, evidence that any special conditions have been met, project measures report, and a statement of expenditure.

The project measures report allows the grantee to demonstrate what outputs will be delivered as part of their project and to show the project's progress at different stages.

Applicants should be aware that project start-up or establishment costs should be kept to reasonable amounts. All upfront costs will need to be substantiated by quotes for products and services and/or statements of expenses incurred by the project.

Successful applicants will have up to 30 days from the date of formal notification of the offer of funding to sign a Deed of Agreement that sets out terms and conditions associated with the grant. If the Deed of Agreement is not signed within the specified period, the offer of funding may lapse.

Successful applicants will also be required to:

- Demonstrate that any other EPA grants received by your organisation are progressing to the EPA's satisfaction.
- Provide written evidence from any project partners who are contributing funds to the project.
- Have or can demonstrate that all necessary planning, regulatory or other approvals have been granted, to ensure all project activities are completed within the designated timeframe.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Complete a Project Measures Table at the commencement and with each Milestone Report. A [template](#) is available on the EPA's website detailing what type of information will be required.
- Provide evidence of appropriate insurance coverage i.e. 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.
- Forward a tax invoice to the EPA for each instalment of their grant, plus GST if applicable.
- Seek prior approval to any variation to the proposed project plan, project measures, timeframe or budget and comply with all conditions contained in the deed of agreement.
- Provide milestone and final evaluation reports in accordance with the reporting requirements outlined in the Deed of Agreement, including an independently audited financial statement of expenditure with the final evaluation report.
- Acknowledge the EPA's support in all promotional material or any public statement about your project. Your acknowledgement must include the EPA logo in written material.
- Be prepared 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 EPA (except any material that might infringe Intellectual Property rights).

### Do not supply false or misleading information

Applicants must certify that all of the information in the application is true and correct. Please note that if applicants supply information as part of the application that is false or misleading in a material particular, the application will not be considered. If the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.

### Confidentiality

The EPA will use the information you supply to assess your project for funding. Information on funded projects may be used for promotional purposes.

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 EPA are subject to the *Government Information (Public Access) Act 2009*.

### 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 grant the EPA (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

### Tax

Good and Services Tax (GST) applies to payments made under the RRFEE grants program. However, some grants of financial assistance may be subject to income tax in the hands of certain recipients. It is therefore recommended that potential recipients seek independent legal and financial advice if uncertain of the taxation obligations. It should also be noted that the Australian Taxation Office has provided advice to the EPA that payments made to Government-related Entities (GREs) will not be subject to GST.

### Program changes

The EPA reserves the right, as its sole and absolute discretion and at any time, to change the eligibility and selection criteria for the RRFEE program. Current eligibility and selection criteria for the fund are described by this document.

## Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- The project for which funds are being sought is to be undertaken on private land where that land is owned by office holders or employees (or relatives of office holders or employees) of the organisation applying for the grant
- Office holders or employees (or relatives of office holders or employees) of the organisation applying for the grant are being paid with EPA funds
- Members, or relatives, of the applicant organisation are being paid as contractors with EPA funds
- Works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

Such circumstances do **not exclude** the project from being funded, however they do need to be acknowledged as a potential COI. The committee will assess each situation on its merits and environmental need.

## Background

### About the NSW Environment Protection Authority

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

### About the 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 the independent review of the waste levy. The NSW Government recently announced a \$337 million extension to Waste Less Recycle More to 2021.

The EPA is responsible for the delivery of programs under this initiative along with the overall outcomes. A key focus of this initiative is to assist communities, business and industry across the NSW economy to reduce waste, increase recycling and meet NSW Government recycling targets.

The \$802 million over nine years funded from the NSW waste levy is made up of:

- \$418 million Waste and Recycling Infrastructure Package, consisting of:
  - \$105.5 million Organics Infrastructure Fund
  - \$127 million Community Recycling Centre Fund
  - **\$108 million Waste and Recycling Infrastructure Fund**
  - \$57.5 million Business Recycling Fund
  - \$20 million Recycling Innovation Fund
- \$207.7 million Supporting Local Communities Fund, including:
  - \$109 million Better Waste and Recycling Fund
  - \$38.7 million Waste and Sustainability Improvement Payment Transition Fund
  - \$21 million supporting Waste Groups in Regional and Remote NSW
  - \$13.5 million supporting Regional Waste Groups in Sydney, Illawarra and Hunter
  - \$12 million Regional Landfill Consolidation and Environmental Improvement Grants
  - \$4 million Aboriginal Communities Waste Management Program
  - \$9.5 million education and support
- \$123 million Illegal Dumping Fund
- \$50 million Litter Fund