



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

Organics Collections Household Stream

2021 Guidelines for applicants

NSW Environmental Trust



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Section 1: About this funding program

Organics Collections grants program (Household stream)

These guidelines outline the objectives, application and assessment process for the Organics Collections grants program (Household stream), delivered by the Environmental Trust in partnership with the NSW Environment Protection Authority, and administered by the NSW Environmental Trust.

The round opens on **Thursday, 16 September 2021** and closes **5pm Thursday, 28 October 2021**.

NSW Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of New South Wales. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and administer grant funding rounds to support these projects.

The Trust organises the assessment and approvals process for grants and monitors projects to ensure good governance, appropriate expenditure of grant funds, timely delivery and the achievement of satisfactory 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 funding round closes for applications all correspondence relating to the grant is through the Environmental Trust.

NSW Environment Protection Authority

The NSW Environment Protection Authority (EPA) aims to preserve the environment, support industry and contribute to a strong economy. The management of waste is a key focus area. In particular, the EPA is targeting organics waste from households, business and industry across all aspects of the waste hierarchy – from avoidance to recycling.

The EPA's support of the organics sector includes collaborating with local government, businesses and industry to drive education campaigns and provide funding for infrastructure to collect and process more organics waste to keep it out of landfill.

Waste and Sustainable Materials Strategy

In June 2021, the Minister for Energy and Environment announced the *Waste and Sustainable Materials Strategy 2041 – Stage 1: 2021–2027*.

The strategy aims to change how the NSW economy produces, consumes and recycles products and materials, and sets out a vision for transitioning to a circular economy over the next 20 years.

The strategy includes a target to halve the amount of organics waste sent to landfill by 2030 and supports actions to deliver on the Net Zero Plan 2020–2040 target for net zero emissions from organics to landfill by 2030, including a requirement for all households and some large food waste generating businesses to source separate organics waste.

The grants in this funding round will support the roll out of new collection services by increasing the resource recovery sector's capacity to process the new supply.

The [Waste and Sustainable Materials Strategy](#) can be downloaded from the Department of Planning, Industry and Environment website.

Waste Less, Recycle More

Launched in 2013, Waste Less Recycle More (WLRM) has provided \$802 million over nine years to assist communities, business and industry across NSW to reduce waste, increase recycling and meet [NSW Waste and Resource Recovery \(WARR\) Strategy 2014-2021](#) recycling targets. The Trust and the EPA are working together to deliver a suite of contestable waste grants programs, including the \$105.5 million Organics Infrastructure Fund which supports the avoidance, recovery and recycling of food and garden waste and provides the funding for this grant round.

WLRM is coming to an end on 30 June 2022. For more information on the WLRM initiative, please visit the [EPA website](#).

The Organics Infrastructure fund

Food and garden waste accounts for the largest proportion of waste going to landfill from homes and businesses in NSW. The successful diversion and reuse of organic waste is critical to achieving the NSW Government's target of Net Zero Emissions of organics from landfill by 2030.

The \$105.5 million Organics Infrastructure Fund integrates all of the components required for successful diversion of organics from landfill and recovery of organics as a valuable resource, including:

- food waste avoidance
- food donation and redistribution to people in need
- organics collections (this grant program)
- organics processing
- markets for composted organics
- regulation and compliance.

Organics Collections grants program (Household stream) – objectives

The Organics Collections grants provide up to \$1.3 million to eligible applicants to implement new garden only, food only or combined food and garden organics kerbside collection services. The funding supports audits, community education and the purchase of infrastructure such as bins and kitchen caddies.

The objectives of this round of Organics Collections (Household stream) grants are to:

- increase the diversion of source separated food and garden waste from landfill
- support councils to transition from Alternative Waste Treatment (AWT) processing to source separated organics services
- increase expertise and experience in delivering organics collections in multi-unit dwellings (MUDs).

In early 2020, the NSW Government allocated an additional \$24 million under the Phase 2 Alternative Waste Treatment (AWT) Transition Package. This funding includes \$12.5 million to support the introduction of source separated organics collection services for councils impacted by the EPA's decision to no longer allow land application of Mixed Waste Organics Outputs (MWOO). This is the second round of funding released under the AWT transition package.

Eligibility

Eligible organisations

A pool of \$12.1 million is available under this round of the Organics Collections (Household stream) grants program to all NSW councils (as defined in the NSW Local Government Act). Regional Waste Groups (RWG), Regional Organisations of Councils (ROC) or Joint Organisations of Councils (JOC) may apply and/or coordinate projects on behalf of one or several NSW councils within their regional group, provided each council nominates a contact person for the project.

Conditions of eligibility

To be eligible to apply for funding, organisations must meet the following conditions:

- Complete the Environmental Trust's online application form in the Grants Management System.
- Explain in your application how your proposed project aligns with the program objectives (see page 2).
- Include in your application the names of two senior officers in your organisation (e.g. General Manager, CEO, Chief Financial Officer, Group Manager, Secretary or Director) who can attest to the accuracy of the information within in your application.
- Applications must be submitted directly by the applicant council or relevant ROC/RWG/JOC via the online Grants Management System and cannot be submitted by an external contractor or consultant. It is expected that the project will be driven by council directly or through their nominated ROC, JOC or RWG officer. The primary contact of the applicant organisation must be available to respond to questions/requests from the Trust during the application assessment process and, if funded, the project duration. The primary contact cannot be an external contractor or consultant.
- Demonstrate that any previous government grants have been managed effectively or where previous grants have performed poorly, explain how your organisation's performance will be improved. Note that the Environmental Trust maintains a risk register of grantee organisations.
- Demonstrate that all necessary planning, regulatory or other approvals have or can be granted in time to ensure all project activities are completed within the designated timeframe.
- Have access to an appropriate source separated organics processing facility (existing Environment Protection Licences will be checked by the EPA).
- Submit applications for new or enhanced collection projects where collections will commence within two years of signing the Deed of Agreement (i.e. before January 2024 approximately).
- Submit MUD trial projects that will start within six months of signing the Deed of Agreement and will be completed no later than 30 July 2023.

- Ensure your application is submitted online in its entirety by the closing date and time. Late and/or incomplete applications will not be accepted.

Applications that do not satisfy all the above conditions will be deemed ineligible and will not be assessed.

Funding

Contestable grants of up to \$1.3 million per project are available for:

- introduction of a kerbside organics bin collection service for households that do not currently have a kerbside organics bin
- introduction of an enhanced kerbside organics service, i.e. households which currently have a kerbside organics bin for garden waste will now be able to recycle food waste
- expansion of kerbside organics collection services to include multi-unit dwellings (MUDs)
- minimum 8-month trials of organics collection services in MUDs.

Applications may include both single unit dwellings (SUDs) and multi-unit dwellings (MUDs) or separate applications may be submitted for MUDs and another for SUDs.

New or enhanced kerbside organics collection services for SUDs must be operational within two years of the grant funding being awarded. MUD trials must be underway within six months.

What will be funded?

- Up to \$100,000 per project for communication and education activities to support a new, enhanced or trial food, garden or combined food and garden collection.
- Up to \$40 (total cost delivered) per household for a Mobile Garbage Bin (MGB) to a maximum of \$1.2 million where additional organics bins are required (where a household did not have an organics bin previously).
- Up to \$10 (total cost delivered) per household for a kitchen caddy if a new food only, or combined food and garden service is trialled or implemented.
- Up to \$20,000 towards waste composition audits of residual waste bins, where the data is used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area. If these audits form part of the project, the report and raw data must be supplied to the EPA (via the Trust).
- Up to \$20,000 towards waste composition audits of organics bins, where the data is used for design, implementation and monitoring of new or enhanced organics MGB collection systems across the local government area. If these audits form part of the project, the report and raw data must be supplied to the EPA (via the Trust).
- Up to \$40,000 for monitoring and contamination reduction activities for MUDs. This may include visual and/or weight-based audits, bin tag programs etc. for MUDs trials or services tailored to MUDs.
- Up to \$15,000 for organics service bin bay signage in MUDs.
- Up to \$20,000 per building to a maximum of \$100,000 for pre-processing equipment (e.g. dehydrator or storage tank for macerated food waste) for trials or services in MUDs where the pre-processed waste is taken off-site by truck for further processing. Note that equipment for MUD trials may be leased.
- Up to \$85,000 for collection and processing costs for MUD trials in the Metropolitan Levy Area.

- A per-household contribution to the cost of kitchen caddy liner bags where a council is measuring householder satisfaction, diversion and contamination with and without liners and providing this information to the EPA (via the Trust).
- Other costs directly associated with the rollout of new, enhanced or trial source separated organics services that are not listed as ineligible and that can be demonstrated to be a local requirement. Examples might include changing bin lid colours, bio inserts, larger bins, bin cleaning options, odour management options.

What will not be funded?

- Replacement/repair of existing residual mobile garbage bins (note that updating lids to the Australian standard colour is eligible for funding).
- Remote frequency identification technology (RFID)
- Projects where the recycled organics do not meet the general resource recovery framework for pasteurised (garden only) or compost (food and garden) or have a specific Resource Recovery Order and Exemption for anaerobic digester outputs.
- Organics collection and processing costs as this constitutes council's co-contribution (except for MUD trials in the Metropolitan Levy Area).
- Ongoing operational costs (e.g. compostable liners).
- Projects that seek retrospective funding for work already undertaken (i.e. work undertaken before a Deed of Agreement was signed by both the Trust and successful applicant).
- Trials and pilots in SUDs.
- Trials and pilots in MUDs where the collection period is shorter than eight months.
- Leased pre-processing equipment (except for use in MUD trials).
- Projects where outputs and or resources embodied in the organic wastes are not taken off site by truck for further processing (e.g. projects involving soil injection, or sewer discharge are ineligible).
- Projects which would reasonably be expected to proceed without Organics Collections (Household stream) grants program funding.
- Salaries of existing staff working their usual hours.
- Costs associated with staff, contractors or consultants working on the development of the project grant applications (i.e. costs incurred before the approval of the grant cannot be funded by the grant).
- Items of the project that have been funded through alternate programs of the Phase 2 AWT Transition Package or any other grant programs.
- Projects that involve related-party transactions. Applicants 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 given is on terms that would be reasonable in circumstances where the parties are dealing at arm's length or on terms that are less favourable to the related party. This means that the terms of the transaction are the same as a standard commercial arrangement between unrelated entities. If in doubt, please contact the Trust for advice before submitting your application.

Funding from multiple sources

Some large projects may involve multiple sources of government funding. For the Trust to make fair decisions about allocating grant funds, setting funding priorities and avoiding duplication with other government agencies, you are required to advise if you:

- have secured funding from another government agency for the same or related activities to those requested from the Trust in this application
- have current applications lodged with other government agencies
- receive other funding from other government agencies while your project is underway.

Assessment criteria

Selection for Trust grant applications is a merit-based, contestable process. Eligible applications will be assessed by an independent Technical Review Committee (TRC) against the assessment criteria set out in table 1 below.

The online application (including the Budget and all supporting documentation) will be assessed by the TRC against the criteria and ranked against other applications.

Your application should be prepared with this criteria and assessment process in mind. All questions in the online application should be answered clearly and fully within the specified section.

Table 1 Assessment criteria details

1. Demonstrated need and support for the project
<ul style="list-style-type: none"> • volume of organics currently landfilled • lack of organics collection services or inconsistent services across the LGA • involvement of stakeholders in identifying the project
2. Proposal efficiently and effectively addresses the need
<ul style="list-style-type: none"> • proposed service change • diversion of new tonnes of organics from landfill likely to be achieved by the project
3. Demonstrated ability to deliver the project to a high standard
<ul style="list-style-type: none"> • planning and design of education and communication activities • monitoring and evaluation proposed • Risk Management Plan • Timeline (Gantt chart)
4. Value for money
<ul style="list-style-type: none"> • cost effectiveness • detailed budget • contribution and in-kind input to the project • long-term commitment and benefits

Application process and requirements

The application process requires submission of the following:

- the Application form which is located on the Trust's online [Grants Management System \(GMS\)](#)
- the application budget
- any relevant attachments

Section 2 of these Guidelines 'Guide to completing your application' details the information you must include in your application and how to complete it in the GMS. The Trust also provides a [user manual](#) for general assistance with registering and using the GMS.

Application Budget

Overview

The [Application Project Expenditure Breakdown](#) spreadsheet is available as an Excel spreadsheet template to be submitted with your application within the [Grants Management System](#) and requires applicants to enter figures (ex-GST) into tables for each project activity and associated costs.

An incorrect or incomplete Application Project Expenditure Breakdown spreadsheet may render your application ineligible. For questions relating to eligible and ineligible items please contact the EPA at organics.recycling@epa.nsw.gov.au.

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 links to program objectives and activities of your project. Ensure you can provide a corresponding invoice for all expenditure when you come to the reporting stage. Be specific and give unit values where possible. There is a risk that if you do not provide sufficient detail and justification your application may not be as competitive.

Cash and in-kind contributions

The Trust values the ability of an applicant to provide additional cash and in-kind contributions that reflect support for a project and add value for money.

Note: that cash and in-kind contributions from your organisation must consist of eligible items only. See pages 4-5 of these guidelines for details of what is eligible and ineligible for funding.

Ineligible items may also be reflected in your application budget; however, they do not form part of the assessment criteria.

Taxation – goods and services tax (GST)

- Organisations administering a grant (and registered for GST) are not to include any GST in the application budget. 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 made out to the Environmental Trust is required for each milestone payment of the grant. The invoice will only be paid once your Milestone Report has been reviewed and accepted by the Trust. The invoice is to include GST if applicable.

- All invoices from NSW local councils (as a government entity) should be exclusive of GST.

Attachments

Any additional or supporting material submitted with your application must be kept to a minimum. Large attachments will not be forwarded to the Technical Review Committee for consideration. Please ensure any attachments referenced in your application form are also uploaded in the Supporting Documents section of the GMS and named appropriately. For example, do not simply write 'see Attachment 3' where you refer to an attachment in response to a question, you should write 'see Equipment Quote attachment'.

Acceptable attachment sizes/types:

1. Timeline (Gantt chart) (maximum 1 page).
2. Strategy, policy or report extracts (maximum 2 pages each).
3. Quotes or estimates (PDFs, must be relevant to your included Application Project Expenditure Breakdown).

Note: where funding is requested for any salaries, the associated position description is a mandatory attachment.

Timeline

The application process timeline is shown in table 2 below. Please note, the closing date will not change. However, the assessment and announcement dates are indicative only and are subject to change.

Table 2 **Timeline of round**

Estimated time	Program activity
16 September 2021	Grants open
28 October 2021	Applications close
November 2021	Preliminary eligibility assessment of applications and contact applicants if further information is required An independent Technical Review Committee (TRC) reviews applications and make recommendations for funding
December 2021	Recommended projects are submitted for approval by the Environmental Trust Board
January/February 2022	Successful applicants are officially announced, and deed of agreements are sent for signature

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 – Organics Unit

Phone: (02) 9995 6890

Email: organics.recycling@epa.nsw.gov.au

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

Assessment of application and notification

Assessment and approval process

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

The Trust will establish an independent Technical Review Committee (TRC) made up of people with knowledge and experience relevant to the grant program to assess your project, based on the information you provide. The TRC will include at least one community 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 TRC then makes recommendations to the Environmental Trust Board, who will make final funding decisions. Successful applicants may not receive the full amount requested and funding offers may be subject to special, as well as general, conditions of funding.

The Trust will endeavour to treat sensitive personal and confidential information provided accordingly. If you require strict commercial confidentiality, you should make this clear in your application. However, all documents held by the Trust are subject to the *Government Information (Public Access) Act 2009*.

Unsuccessful applicants may request feedback on their applications by emailing Trust Administration at waste.recycling@environmentaltrust.nsw.gov.au.

Decisions made by the Trust are final. There is no appeal process.

Notification of grant decisions

The Minister for Energy and Environment, as Chair of the Environmental Trust, may publicly announce the successful applications. Applicants will also be notified in writing.

What happens if false or misleading information is supplied for this 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** to the Trust 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.

Confidentiality

The Trust will use the information you supply to assess your application. The assessment and grant management processes will also involve relevant EPA staff. Information relating to successful 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 Trust 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 Trust (without cost) a non-exclusive irrevocable licence to use, reproduce, communicate to the public, or adapt the intellectual property in the project.

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 application for or 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 a member or members (or relatives) of the organisation applying for the grant
- procurement of equipment or services is from a related entity
- members, relatives of members, or related organisations/companies of the applicant organisation are/will be paid with Trust funds
- members, relatives of members, or related organisations/companies of the staff of the applicant organisation are being paid as contractors/consultants with Trust 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 need to be clearly flagged in your application as a potential conflict of interest.

Obligations of successful applicants

Grant conditions

If your grant application is successful, you will be required to abide by the conditions contained in our Deed of Agreement. If you are not willing/able to agree to these conditions, you should not submit an application. Please contact the Trust for an example copy of the Deed of Agreement.

Deed of agreement

Successful applicants will be required to sign a performance-based Deed of Agreement (the Deed) with the Trust, which will stipulate all funding obligations and conditions. The Trust will closely monitor adherence to all requirements of the Deed, as well as progress against project deliverables and expenditure of funds. Funding is paid after completion of agreed milestones and upon the Trust's review and 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 a Deed of Agreement. 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 comply with all conditions (including special conditions) contained in the Deed of Agreement, including, but not limited to:

- Provide written evidence of all proposed contributions, cash or in-kind.
- Supply a tax invoice to the Trust for each instalment with each Milestone Report.
- Demonstrate that all necessary planning, regulatory or other approvals have been granted so that the Trust can be confident that all project activities will be completed within the designated timeframe.
- Supply Project Measures information with the application and with the final report.
- The Trust's expectation is that all commitments in the Deed of Agreement be met, however, if extenuating circumstances prevail, the grantee must notify the Trust as soon as possible in writing and request approval of any variation to the project, project measures, timeframe or budget.
- Acknowledge the Trust and EPA in all promotional material and public statements about your project. Your acknowledgement must include the NSW government logo in accordance with publishing requirements. Logo and requirements for use to be downloaded from the Trust website.
- 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 (for councils this may be signed off by council's Chief Financial Officer).
- Demonstrate that any previous Trust, the department or EPA grants received by your organisation were conducted or are progressing to the funding provider's satisfaction.
- Agree that all knowledge gained as part of the grant may be made publicly available by the Trust and the EPA, whether that be publishing the final report or promoting the project by via other avenues available to the Trust and/or EPA.

Section 2: Guide to completing your application

The information below may be useful when completing your application. The Trust also provides a Grants Management System [user manual](#) for general assistance when registering and using the GMS.

You may wish to download a copy of the Application Form before you commence completing it online. Instructions on how to do this may be found in the Grants Management System user manual at page 19.

Guidance notes have not been provided for those questions where the answer is self-evident.

If you require any assistance in submitting your application, please contact Trust administration.

Guide to application questions

Project summary

Project title

This is the title of your project and will be used on all promotional material, on the website, Deed of Agreement and any other relevant documents. No more than 68 characters.

Project summary

Provide a 100-word summary of your project. This should be succinct, summarising clearly the main activities and outcomes that you plan to achieve. This summary will be used to promote your project on the Trust website and in media releases. Think of it as a punchy plain English statement that explains to an external audience what your project is about and the benefits it aims to deliver.

- Project X is about...
- It's important to do because...
- When it is finished the project will...

Project duration

Provide the proposed start and end dates for the project. For projects that deliver new or enhanced organics collection services the collection must start no later than January 2024. Trials in MUDs must start in time to allow a minimum of eight months of organics collections as well as the collection and analysis of data by 30 July 2023.

Project category

Select the appropriate category. It is important that you select the right category as your application will be assessed against other, similar projects in the category you select.

Project elements

Select all elements applicable for which funding is being requested. If 'Other' is selected, you will be prompted to provide further detail.

Applicant details

Organisation

If your organisation is not included in the list, click 'Add Organisation' to add. Enter organisation details.

Insurance details

Provide details of your organisation's Public Liability Insurance, Workers Compensation Insurance and Volunteer Insurance (if applicable). The Trust may request evidence of currency of insurances if a grant is awarded.

Partner details

If your project includes more than one council (for example a project led by a regional waste group), provide organisation and contact details for the additional councils.

Project location

Select the Local Government Areas and NSW State Electorates that will benefit from the project using the drop-down menus provided.

Project rationale – project details

For MUD projects describe how the individual MUD buildings will be/were selected

For example, you might select all MUDs over a particular size, only work with MUDs where you have an existing relationship, or you have assessed there is space. Alternatively, you may work with buildings where someone has volunteered to champion the project.

Explain why this project would not go ahead in the near future without grant funding from this program

Funding will not be provided for activities which would likely proceed without this funding assistance. Please explain why this project would not proceed without funding assistance or how funding will fast-track the project. It is not sufficient to just say that there are no or not enough funds, without explanation. What are the financial and non-financial barriers to this project?

Has your council been impacted by the Mixed Waste Organics Outputs (MWO) revocation?

Select either yes or no.

Criterion 1: Demonstrated need and support for the project

Describe services council currently provides to households

Please provide information on the current organic service provided by council if one exists. If it does, describe the service and any variation in the service across the LGA (e.g. fortnightly 240 litre bin garden organics service to 25,000 households, twice yearly kerbside chipping and self-haul drop off services are available, no service currently offered to MUDs). What is the bin size and frequency of pick-up of garbage and dry recycling bins?

Describe the current usage of the organics service and quantities of organics being landfilled

Describe the current usage of the organics service - number of tonnes per year of organics collected, how many households have access to the service, types of materials collected, contamination levels, amount of green waste in general waste bins etc. Describe any audits or research you have undertaken to estimate the amounts of organics currently being landfilled.

Describe the need and stakeholder support for the project

Describe the community and/or council need and support for the proposed project. For example, standardisation of services across the LGA, high proportion of MUDs, community demand for a kerbside organics bin service. Include any workshops or reports to councillors or council committees regarding the project or service change.

Describe any work undertaken to prepare for this organics collection service change or trial

For example, have quotes been sought?

Criterion 2: Proposal efficiently and effectively addresses the need

Detail the proposed organics services to be provided to households

E.g. weekly food and garden 240 litre bin for 25,000 houses that have an existing fortnightly garden organics service - provision of an education package with a bench top kitchen caddy.

Additional Information for MUD projects

For MUD projects, the description should provide further details such as how many households will share each bin, whether there will be bin bay signage, whether there will be pre-processing equipment or increased pickups per week, whether caddy liners or bin liners will be provided, how much variation is anticipated in equipment and education between different buildings.

Will there be any concurrent changes to other waste services?

Will council decrease the residual bin size or frequency of collection, reduce or cease kerbside chipping services etc., as a result of providing an additional service to collect organics?

What is the estimated increase in organics diversion from landfill?

Provide figures for the diversion of organics through the current kerbside organics service and proposed service.

- How were the figures for the proposed service estimated? (e.g. from audits, published averages, regional or local trials).
- How efficient do you expect the service to be?
- Will all households with access to the service use it?
- Will some organics still be put in the red bin?
- When will the first collections begin?

For MUD trials list your objectives, performance measures and your proposed data collection methods

This grant program aims to increase understanding of how to design efficient and effective organics collections for MUDs in NSW.

How do you propose to collect and analyse information from your project related to your main objectives?

What information are you seeking to improve your understanding within your community?

How will you use and analyse the information, what data will you be collecting and how? For example:

- diversion, participation and contamination variations between SUDs and MUDs or between different multi storey buildings
- the impact of different education techniques
- cost and impact of caddy liners
- the importance of developing 'change champions'
- cost effectiveness of pre-processing equipment e.g. dehydration equipment to consolidate food and thus number of bins and potential frequency of pick up
- cost and benefits of a range of infrastructure and consumables such as bin liners, deodorisers, bin washing equipment, macerators with enclosed storage tanks etc.
- whether/how high or low contamination rates in dry recycling bins correlate with contamination in organics bins.

Criterion 3: Demonstrated ability to deliver the project to a high standard

Describe the research and/or consultation you have undertaken (or will undertake) to develop your community engagement/education strategy

- What research or consultation has been undertaken to develop the community engagement and education strategy?
- Is this part of a broader council strategy?
- Did council use the census data to determine the level of CALD residents?
- Have you engaged the assistance of a CALD contractor to develop materials targeted at those residents?
- Has council used data from previous community surveys and projects to determine best way to engage and encourage behaviour change?
- Has council used information and lessons learnt from past projects or new organics services introduced elsewhere in NSW or Australia?

Additional information for MUD projects

- Have you researched the size and number of MUDs in your LGA to inform your application?
- What percentage of residents are owners versus renters?
- Do you have any data on the turnover of residents?
- Have you visited the target buildings to look for opportunities for signage placement and easy distribution of caddies, bins, information etc.?
- Have there been other projects targeting MUDs that you could draw on?

Note: For MUD projects, grantees will be required to participate in bi-monthly (i.e. every two months) teleconferences with the EPA and other grantees from announcement of funding through to completion of the grant project. This will be a forum to share information, ideas, issues and solutions.

Describe proposed engagement and education methods to reach/engage stakeholders, before, during and after the roll out of the collection service

Please provide information on your proposed methods.

- How will council engage with its residents both before (to raise awareness) during (to change behaviour) and after (to measure the success of the strategy)?
- Will your council run workshops with interested residents, undertake random bin audits with notices on bins that display contamination, provide education kits with the rollout of the new service, etc.?
- Are any innovative approaches proposed?

How will you monitor the effectiveness of the community engagement and education strategy?

Please explain how you will monitor the effectiveness of your community engagement and education strategy.

- Will you undertake resident surveys?
- Visual audits?
- Weight-based audits?
- Analysis of weighbridge data?
- How will you determine participation, diversion, contamination and user satisfaction levels?
- How will this data then be used to alter the education and communication methods for future projects?

Describe how you will incorporate food waste avoidance messaging with organics recycling messaging

A condition of grant funding is the inclusion of food waste avoidance messaging alongside organics recycling messaging.

How do you intend to do this locally, for example linking to any existing local projects?

The EPA delivers the Love Food Hate Waste program, which you may consider including in your project.

Contact EPA's Organics Unit (organics.recycling@epa.nsw.gov.au or 02 9995 6890) for assistance in integrating avoidance messaging with new collection services messaging.

Confirm that you have developed a task breakdown list for the project and estimated the timeline for each task. Attach this document (e.g. Gantt chart) in the Supporting Information section

You must answer 'yes' here, and you must include an attachment to your application in the form of an A4 Gantt chart. It is to be uploaded to the application in the 'Supporting Information' section in GMS.

Describe the roles and responsibilities of the people that will be involved in this project

As well as council staff, include any consultants or contractors that may have been involved in developing the project concept or will be involved during implementation. Note the requirements regarding procurement of Third-Party assistance.

Provide details on the procurement of collection services

Describe the timeline and procurement process you are undertaking for collecting organics waste during the proposed pilot or service roll out.

For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term contract or variation to an existing contract.

What fee do you anticipate council will be paying for the pilot or service change? (e.g. \$/bin lift)

This will be considered as part of council's contribution to the project. You will need to confirm this estimated figure once the grant project is underway and the collection agreement signed. If the cost is not based on a 240L bin lift, please include the lift or pump out volume.

Provide details on the procurement of processing services

Describe the timeline and procurement process the proposed pilot or service rollout will undertake for the processing of organics collected.

For example, what is the status and/or timeframe for obtaining council permission to procure, prepare a tender or request a quote, call for tenders, assess submissions, sign a short term, long term contract or variation to an existing contract.

What processing fee do you anticipate council will be paying for the delivered material? (\$/tonne)

This is part of council's contribution to the project and will help estimate the total amount of investment achieved by the grant funding.

You will need to confirm this estimated figure once the grant project is underway and the processing contract signed. Where you are utilising pre-processing equipment estimate the running costs of this equipment as well as the offsite processing/gate fee.

Has your organisation already received grant funding for this project or parts of this project?

If so:

- explain the items of the project that the other funding source will cover (ensuring this grant application does not also fund the same items)

- advise whether the other funding source has been secured. If it is not secured, highlight the impact that this would have on the continuity of the project.

Provide details on where the collected organics will be processed

- To be eligible for an Organics Collections (Household stream) grant, a Council must have access to a facility that has the capacity and any necessary approvals to process the type of organics materials to be collected. This facility may be an existing or new facility undergoing operational commissioning before the collections service starts.
- The recycled product produced must meet Resource Recovery Orders and Exemptions and garden organics must be pasteurised.
- If the facility/facilities are not known at the application stage, the Name, Owner, EPL number and Renewal Date fields can be left blank. You will be required to provide this information later to the Trust as part of your Milestone reporting if your project is successful.

Criterion 4: Value for money

Describe the planning and approvals that have preceded this grant application

Please outline work that preceded this grant application. For example, any community consultation, consultant reports, reports to council, quotes for bins, collection or processing that has occurred.

Will council definitely implement the new or enhanced organics service if the grant application is successful?

If the MUD trial is successful is council committed to continuing and or extending the MUD service?

Describe your council's ongoing commitment to organics recycling

Reference any relevant organics aims, objectives or actions in local plans, policies or regional strategies. Describe any planned future expansion or enhancements.

For example, a longer-term plan may be to add food waste to the proposed new garden waste service once a regional facility is constructed/upgraded.

Criterion 4 also includes assessment of the project measures and budget detail that will be entered in your application form via the Workplan section.

Ensure the budget description for each activity in your workplan is detailed for example by itemising costs for each of the different pieces of collateral that will be produced as part of your education plan.

Other information

Detail how this project will specifically benefit your local community

In addition to waste and recycling outcomes achieved by the Collection, comment here on other community benefits resulting from the project.

Include elements such as the potential for procurement of bins and caddies made of recycled materials, emissions reductions/contribution to climate change mitigation action, reduced waste levy payments, extension of the life of local landfills, anticipated

improvements in other recycling rates due to reduced contamination, job creation, potential for return of organics to the community and use in public spaces etc.

Detail any ineligible contributions council will make towards this project

This could include for example existing staff supporting the project through their normal roles. For details on what contributions are ineligible, refer to page 4-5 of these guidelines.

Has your organisation received grant funding in the last 5 years from the NSW EPA, NSW Environmental Trust, Waste Less Recycle More grants, the Office of Environment and Heritage or Department of Planning, Industry and Environment?

If relevant, include details of previous grants your organisation has received. Management of prior grants is considered when assessing grant applications.

Workplan

Workplan – Outcomes and Schedule

It is recommended that applicants refer to the [Sample Workplan](#) in the Guidelines and Application Form accordion on the Trust's Organics Collections webpage for guidance on the layout and requirements of this section.

Project outcomes

List the outcomes you expect the project to achieve. At a minimum you should have one outcome relating to the overarching activity to be delivered and a second outcome relating to the expected impact on waste to landfill.

Outcomes can be added by clicking the plus (+) button and removed by selecting the checkbox against the relevant Outcome and clicking the minus (-) button.

For example, a project to rollout a FOGO Collection may include these outcomes:

4. Establishment of a new FOGO Collection Service
5. Diversion of 500 tonnes per year of source separated food and garden organics

The outcome name box is limited to 50 characters with spaces. Use the outcome description box to enter a brief description that provides more information about each Outcome. For the above examples this could be:

1. Establishment of a new FOGO Collection service to 1,000 households by March 2023.
2. Diversion of 500 tonnes per year of source separated food and garden waste with <3% contamination and with >80% householder participation and satisfaction.

Project schedule

For Organics Collections (Household stream) projects, you are required to include four Milestones in your Project Schedule. These Milestones represent key stages of the project.

If successful, the milestone reports you will be required to submit to the Trust over the course of the project require you to provide evidence that you have completed all nominated activities relating to that milestone.

This may include, for example, equipment purchase orders, waste service contracts and results of waste audits. If successful, these milestone requirements will form part of your Deed of Agreement.

Each Milestone requires a start and end date. The start date for Milestone 1 cannot be before your expected project start date (entered in the Project Summary section).

Likewise, no Milestone can end after your expected project end date (also entered in the Project Summary section). Milestones must be sequential, and milestone dates cannot overlap.

Each Milestone needs to be linked to at least one of your Project Outcomes. Select the relevant outcome/s from the Outcome IDs drop down menu.

Each milestone must contain set activities to be filled as per the example tables below. Each Activity requires a start and end date, and these cannot fall before or after their associated Milestone start and end date.

Please use the below structure to set out your milestone schedule in the Grants Management System.

Example project schedule

Your 4 Milestones in the Project Schedule should be entered as follows.

Milestone 1: Signing of the Deed of Agreement.

This milestone relates to your organisation signing the Deed of Agreement with the Trust and completing other administrative requirements prior to commencing the project.

Milestone 1 – Signing of the Deed of Agreement

Activity 1	Signed Deed of Agreement
Activity 2	Any documentation required as a special condition
Activity 3	Tax invoice to the NSW Environmental Trust for the instalment amount

Milestone 2: Education and Communication Plan

This Milestone relates to the development of your education and communication plan, which needs to be submitted to and approved by the EPA Organics Unit. You will also be required to have completed procurement (which may include the need to request tenders from interested suppliers) and ordered equipment such as caddies and MGBs. Add a separate activity line for each item of equipment or audit type to be procured.

Milestone 2 – Education and Communication Plan

Activity 1	Evidence that your Education and Communication plan has been approved by the EPA.
Activity 2	Any documentation required as a special condition
Activity 3	Copies of tax invoices/quotes from bin suppliers and assembly contractors.
Activity 4	Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.
Activity 5	Completed Statement of Expenditure (progress) attached as supporting document.
Activity 6	Tax invoice to the NSW Environmental Trust for the instalment amount

Milestone 3: Implementation.

This Milestone relates to commencement of the new/enhanced collection service or MUD trial. It requires equipment to be in place for the service or trial commencement, and for the approved education and communication activities to be taking place.

Milestone 3 – Implementation

Activity 1	Evidence of educational materials provided to residents.
Activity 2	Any documentation required as a special condition
Activity 3	Documentation supporting implementation of project (e.g. delivery of bins, start of collections, photos, videos etc.).
Activity 4	Description of service commencement
Activity 5	Copies of tax invoices from bin suppliers and assembly contractors.
Activity 6	Copies of tax invoices from all other related service providers, suppliers, contractors.
Activity 7	Completed Statement of Expenditure (progress) attached as supporting document.
Activity 8	Tax invoice to the NSW Environmental Trust for the instalment amount

Milestone 4: Six-Month Post Service Commencement or Completion and evaluation (for MUD trials)

Milestone 4 is the final milestone and the report must include the results and outcomes at conclusion of your project, including the required six months of data from the initial operational period of the new/enhanced collection service or eight months of data for a MUD trial.

Milestone 4 – Six-Month Post Service Commencement or Completion and evaluation (for MUD trials)

Activity 1	Documentation supporting completion of project (e.g. delivery of bins, start of collections, photos, videos etc.).
Activity 2	Any documentation required as a special condition
Activity 3	Case study for projects involving MUDs
Activity 4	Copies of tax invoices from all other related service providers, suppliers, contractors.
Activity 5	Completed and certified Statement of Expenditure (final) <i>audited by an independent auditor (or CFO for local government entities)</i> attached as supporting document.
Activity 6	Tax invoice to the NSW Environmental Trust for the instalment amount
Activity 7	6-month post implantation report

Workplan – Project Measures

Note: This section is relevant to Criterion 4 – Value for money

It is recommended that applicants refer to the [Sample Workplan](#) in the Guidelines and Application Form on the Trust's Organics Collections webpage for guidance on the layout and requirements of this section.

The Project Measures capture projected quantitative data for your project. If you receive a grant, your milestone report will compare actual (or achieved) quantitative data to the projections in your grant application. The Trust uses this information to help inform and design future grant rounds/programs and to review the outcomes of projects and programs. The Trust may also use project measures data to build a broader picture of achievements across all Trust grants programs.

For each activity in the workplan, select 'Ongoing project item' measure except for the final activity of the whole workplan, where you should select 'End of project reporting'. For each 'Ongoing project item' measure, enter the Expected Output as '0'. The measures that appear under 'End of project reporting' are all numerical outputs, and the relevant unit (either Number, Percentage, Tonnes or Dollars) is indicated against each Measure. If the Measure is not relevant to your project, please input '0' into the Expected Output field. For example, a garden only organics collection service would not require you to purchase kitchen caddies, and that particular Measure should be indicated as '0'.

Workplan – Project Budget

Note: Refer to pages 4-5 of these guidelines for full details of what items will and will not be funded in this program as well as funding caps.

The Workplan – Project Budget tab is where you record what you expect to spend to deliver your project. This includes funding requested from the Trust, as well as cash and in-kind contributions from your organisation or other project partners or contributors.

To fill this section, first download the Application – Project Expenditure Breakdown spreadsheet template from the top of the 'Workplan - Project Budget' webpage and fill in each section of the spreadsheet based on the individual line items you expect to complete as part of your project.

Once you have completed the Application – Project Expenditure Breakdown spreadsheet, you can use the contribution totals from the spreadsheet to populate the 'Workplan – Project Budget' section of the Grants Management System.

The completed Application - Project Expenditure Breakdown spreadsheet must be submitted with your application as a Supporting Document.

The budget in the Grants Management System must reflect:

- 50% of the total for each of the contribution categories for Milestone 1.
- 20% of the total for each of the contribution categories for Milestones 2 and 3.
- 10% of the total for each of the contribution categories for Milestone 4.

For example, if the Application - Project Expenditure Breakdown spreadsheet totals \$401,824 in Trust funds and \$11,865 cash contribution, Milestone 1 should reflect \$200,912 Trust funds and \$5,932 as cash contribution.

Please refer to Figures 1 to 5 below to assist with completing the 'Workplan – Project Budget' tab of the Grants Management System.

PART 3 - SUMMARY OF PROJECT EXPENDITURE COSTS				
	Grant Funds	Grantee contributions (cash)	Grantee contributions (in-kind)	Total project value
DIRECT PROJECT COSTS				
(a) Salaries	0	0	0	0
(b) Salary On-Costs	0	0	0	0
(c) Contractors	0	0	0	0
(d) Materials	0	0	0	0
(h) Other	0	0	0	0
TOTAL	0	0	0	0

Figure 1 Excerpt from application - project expenditure breakdown spreadsheet

Project Budget						
		Grant Contribution	Cash Contribution	In-Kind Contribution	Total	
		\$401,824.00	\$11,865.00	\$0.00	\$413,689.00	
No.	Milestone	Budget breakdown *			Total	
1	Signing of the Deed of Agreement					
No.	Activities	Budget breakdown *	Grant Contribution *	Cash Contribution *	In-Kind Contribution *	Total
1	Signed Deed of Agreement	Signed Deed of Agreement	\$200,912	\$5,932	\$0	\$206,844.00
2	Any documentation required as a special condition	Any documentation required as a special	\$0	\$0	\$0	\$0.00
3	Tax invoice to the NSW Environmental Trust for the instalment amount	Tax invoice to the NSW Environmental Trust for the	\$0	\$0	\$0	\$0.00
Milestone Total:			\$200,912.00	\$5,932.00	\$0.00	\$206,844.00

Figure 2 GMS – Milestone 1 Workplan – Project budget

2021 Organics Collections (Household stream) Guidelines for Applicants

No.	Milestone					
2	Education and Communication plan					
No.	Activities	Budget breakdown *	Grant Contribution *	Cash Contribution *	In-Kind Contribution *	Total
1	Evidence that your Education and Communication plan has been approved by the EPA.	Evidence that your Education and	\$80,365	\$2,373	\$0	\$82,738.00
2	Any documentation required as a special condition	Any documentation required as a special	\$0	\$0	\$0	\$0.00
3	Copies of tax invoices/quotes from bin suppliers and assembly contractors.	Copies of tax invoices/quotes from bin	\$0	\$0	\$0	\$0.00
4	Copies of tax invoices/quotes from all other related service providers, suppliers, contractors.	Copies of tax invoices/quotes from all	\$0	\$0	\$0	\$0.00
5	Completed Statement of Expenditure (progress) attached as supporting document.	Completed Statement of Expenditure (progress)	\$0	\$0	\$0	\$0.00
6	Tax invoice to the NSW Environmental Trust for the instalment amount	Tax invoice to the NSW Environmental Trust for the	\$0	\$0	\$0	\$0.00
Milestone Total:			\$80,365.00	\$2,373.00	\$0.00	\$82,738.00

Figure 3 GMS – Milestone 2 Workplan – Project budget

No.	Milestone					
3	Implementation					
No.	Activities	Budget breakdown *	Grant Contribution *	Cash Contribution *	In-Kind Contribution *	Total
1	Evidence of educational materials provided to residents.	Evidence of educational materials provided to	\$80,365	\$2,373	\$0	\$82,738.00
2	Any documentation required as a special condition	Any documentation required as a special	\$0	\$0	\$0	\$0.00
3	Documentation supporting implementation of project (e.g. delivery of bins, start of collections, photos, videos etc.).	Documentation supporting implementation of project	\$0	\$0	\$0	\$0.00
4	Description of service commencement	Description of service commencement	\$0	\$0	\$0	\$0.00
5	Copies of tax invoices from bin suppliers and assembly contractors.	Copies of tax invoices from bin suppliers and assembly	\$0	\$0	\$0	\$0.00
6	Copies of tax invoices from all other related service providers, suppliers, contractors.	Copies of tax invoices from all other related service	\$0	\$0	\$0	\$0.00
7	Completed Statement of Expenditure (progress) attached as supporting document.	Completed Statement of Expenditure (progress)	\$0	\$0	\$0	\$0.00
8	Tax invoice to the NSW Environmental Trust for the instalment amount	Tax invoice to the NSW Environmental Trust for the	\$0	\$0	\$0	\$0.00
Milestone Total:			\$80,365.00	\$2,373.00	\$0.00	\$82,738.00

Figure 4 GMS – Milestone 3 Workplan – Project budget

No.	Activities	Budget breakdown *	Grant Contribution *	Cash Contribution *	In-Kind Contribution *	Total
1	Documentation supporting completion of project (e.g. delivery of bins, start of collections, photos, videos etc.).	Documentation supporting completion of project (e.g.	\$40,182	\$1,187	\$0	\$41,369.00
2	Any documentation required as a special condition	Any documentation required as a special	\$0	\$0	\$0	\$0.00
3	Case study for projects involving MUDs	Case study for projects involving MUDs	\$0	\$0	\$0	\$0.00
4	Copies of tax invoices from all other related service providers, suppliers, contractors.	Copies of tax invoices from all other related service	\$0	\$0	\$0	\$0.00
5	Tax invoice to the NSW Environmental Trust for the instalment amount	Tax invoice to the NSW Environmental Trust for the	\$0	\$0	\$0	\$0.00
6	Completed and certified Statement of Expenditure (final) audited by an independent auditor (or CFD for local government entities)	Completed and certified Statement of Expenditure	\$0	\$0	\$0	\$0.00
7	Tax invoice to the NSW Environmental Trust for the instalment amount	Tax invoice to the NSW Environmental Trust for the	\$0	\$0	\$0	\$0.00
Milestone Total:			\$40,182.00	\$1,187.00	\$0.00	\$41,369.00

Grant Contribution	Cash Contribution	In-Kind Contribution	Total
\$401,824.00	\$11,865.00	\$0.00	\$413,689.00

Figure 5 GMS – Milestone 4 Workplan – Project budget

For each Activity, you will need to include a Budget breakdown.

For example, for the Activity ‘Evidence that your Education and Communication plan has been approved by the EPA’ you might input ‘Education and Communication Plan developed, and approval obtained by EPA’ as the Budget breakdown.

At the top and bottom of the Project Budget section, running totals are calculated across all contribution fields. Totals for each Milestone are also recorded under each Milestone component. They also appear again at the end of the Declaration section for you to review prior to submitting your application.

Risk management

Note: this section is relevant to Criterion 3 - Demonstrated ability to deliver the project to a high standard.

Enter each risk that may be relevant to your project and assign it a likelihood and severity rating. Then enter an appropriate risk treatment action and assign a revised likelihood and severity rating.

Consider potential issues associated with timeline, budget, contamination, infrastructure roll-out, work health and safety, stakeholder involvement. What are the potential impacts and what mitigation measures can be put into place?

Supporting information

Attach copies of supporting information relevant to your application. Refer to page 8 of these grant guidelines for further guidance.

You must attach a Gantt chart and the completed Application - Project Expenditure Breakdown spreadsheet in this section.

Declaration

Please declare any real, potential or perceived conflict of interest of which you may be aware. This can relate to salary and/or contractor payments/selection or any other element of the project. Refer to page 10 for more information.

Applicants are required to declare any real, potential or perceived conflict of interest (COI) of which they may be aware in relation to the application for or awarding of a grant. Such circumstances do not exclude the project from being funded, however need to be clearly flagged as a potential conflict of interest at the application stage.

List all third parties who assisted and contributed to the preparation of this application

List all parties who have contributed to the preparation/submission. This may also include paid consultants. If an applicant uses the services of a contractor or consultant to assist in the development of their application, that contractor/consultant must be excluded from tendering or quoting for work on the project if the application is successful.

Additional resources

The Trust recommends that you consult with the EPA on (02) 9995 6890 or via organics.recycling@epa.nsw.gov.au for assistance with your application if needed.

The EPA's [FOGO webpage](#) has a range of resources to support the delivery of FOGO services.

It is advisable that grantees use the [Australian Government's Food and Garden Organics Best Practice Collections Manual](#) and [Metropolitan Waste and Resource Recovery Group FOGO](#) guide when developing and implementing their project.

Application submission

Once all sections of your application are complete in GMS, each tab will display a green tick. Please ensure you check over each section for completeness before you submit the application by clicking the 'submit' button in the Declaration section. If you experience any difficulties in submitting your application, please contact the Trust at (02) 8837 6093 or waste.recycling@environmentaltrust.nsw.gov.au.

Late, incomplete or ineligible applications will not be considered.