



NORTHERN TASMANIAN  
**Waste Management**

# Rethink Waste TASMANIA



2018/2019 Resource Recovery and  
Waste Minimisation Grants

**Application Form**

[www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)

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***Information in this document is current as of August 2018.***

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## 2018/19 Resource Recovery and Waste Minimisation Grants program

### APPLICATION FORM

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**This form is to be completed after reading the 2018/19 Resource Recovery and Waste Minimisation Grants – Application Guidelines**

#### **Applications close at 3pm Tuesday 25 September 2018**

Please ensure your application is submitted to the electronic application box by the closing time on the closing date. Late applications will not be considered unless the Northern Tasmanian Waste Management Group (NTWVG) is satisfied that the circumstances are exceptional and the NTWVG has been advised of those circumstances prior to the closing date.

### GLOSSARY

NTWVG                      Northern Tasmanian Waste Management Group

## Grant application conditions in accordance with application guidelines -

### Grants offered to successful applicants are subject to the following conditions:

- Successful applicants will be required to enter into a funding agreement with the NTWMG.
- Funding will not be granted to projects prior to a funding agreement being signed with the NTWMG or before some other formal approval by the NTWMG.
- Funds must be spent on the project as described in the application and as outlined in the funding agreement, and the project must meet best practice standards. Failure to do so may result in a reduction or withdrawal of funding.
- There is to be no deviation from the funded project prior to and unless approved by the NTWMG. The applicant acknowledges that any alterations to the project may result in a reduction or withdrawal of funding.
- Funding will be provided to successful applicants in multiple payments. Successful schools and not-for-profit community organisations will receive an upfront payment of 50% of the grant amount. All other successful applicants will receive payment once the project has commenced and expenditure has been incurred. Before payments to other organisations are made, and before final payments to schools and not-for-profit organisations are made, all costs associated with each respective stage of the project must have been incurred and evidence of expenditure must be provided in the form of tax invoices.
- Projects must be finished within twelve months from the date of funding offer or funding may be withdrawn. Any applicants who have funding withdrawn are eligible to apply again in any following funding rounds.
- Applicants who were previous NTWMG grant recipients will only be considered for funding if they have completed their previously funded projects. Funding to previous grant recipients will only be provided for new projects or projects which build on previously completed projects.
- Applicants must meet eligibility criteria as specified in the 2018/2019 Resource Recovery and Waste Minimisation Grants Guidelines.
- Successful applicants are required to provide the NTWMG with satisfactory progress reports (verbal or written) throughout the duration of the project.
- Successful applicants are required to provide the NTWMG with a satisfactory final evaluation report twelve months after the completion of the project.
- Successful applicants must acknowledge the support of the NTWMG in all project communications and the NTWMG must be notified about any public communication made by the applicant about the funded project.
- Project information provided by successful applicants will be used by the NTWMG for program evaluation purposes and case studies that may be used by the NTWMG in future communications.
- Shortlisted commercial/private applicants may need to pass a financial viability check if required by the NTWMG.
- Applicants must carry out their work with professional skill, care and diligence and in accordance with all laws, codes and standards.
- Applicants must provide any information, report, statement or declaration relating to the project within 14 days of a written request from the NTWMG.
- Applicants must be, and continue to be, solvent and financially viable to the satisfaction of the NTWMG in order to receive funding. Applicants will be ineligible, or the NTWMG will withdraw any funding offer or terminate any funding agreement, if, in the opinion of the NTWMG, the applicant is not solvent and financially viable.
- The funding grant may be terminated by the NTWMG by giving written notice to the applicant if the applicant fails to comply with the conditions of this grant; provides false or misleading information; or becomes financially insolvent. If the grant is terminated, the NTWMG reserves the right to demand repayment of any grant monies paid.
- The applicant hereby indemnifies and agrees to keep indemnified the NTWMG from and against all or any actions, claims, demands, losses, damages costs and expenses for which the NTWMG shall or become liable in respect of or arising from any breach by the applicant or its servants and agents or any person of its obligations under the grant.
- The NTWMG is not liable to the applicant in any circumstance whatsoever for any consequential, indirect or incidental loss, special loss or damage or economic loss, loss of revenue, loss of production or loss of profit (whether direct or indirect).
- Applicants applying for more than \$20,000 must have EPA or Council planning approval (or otherwise) before submitting an application

### By submitting a grant application, you agree:

- That you are bound by these conditions and the conditions set out in the 2018/2019 Resource Recovery and Waste Minimisation Grants Guidelines.
- That you will lodge your application using the prescribed application form, by the closing time and date, in accordance with the lodgement method outlined in the grant documents. Late applications will not be accepted, except as outlined in the guidelines
- that these conditions, together with the guidelines and the application form and any other documents specified by the NTWMG, form part of the grant
- to submit all documents as required by the grant guidelines and application form
- that the grant application documents become the NTWMG property upon lodgement
- to license the NTWMG to use and reproduce the whole or any portion of the application documents for evaluation and audit purposes

### The NTWMG will:

- send an email confirming electronic receipt of applications
- reject applications received after the closing time and date, except in accordance with the NTWMG's procedures
- assess applications against the evaluation criteria and determine which applications will be funded
- advise the outcome of the grant process
- not be liable for any deficiency within the guidelines and application form or other associated documents
- not warrant the accuracy of the guidelines and application form.

### The NTWMG may:

- change any details in the guidelines and application form
- reject any application that does not meet the eligibility criteria
- contact other local government agencies or departments or any other relevant person to obtain additional information
- negotiate with one or more applicants to change any aspect of their application

**Complete all fields unless advised otherwise**

## Section 1 – Applicant contact information

Organisation details					
Name of organisation:					
Primary street address:					
Town/Suburb:		Postcode:		State:	
Postal address (if different from above):					
Town/Suburb:		Postcode:		State:	
Authorised person - Primary Contact (this is the person who is authorised by the applying organisation to make the application)					
Title:		First name:		Surname:	
Position:					
Telephone:		Mobile:		Fax:	
Email:					
Secondary Contact (this person will only be contacted if the primary contact is not available)					
Title:		First name:		Surname:	
Position:					
Telephone:		Mobile:		Fax:	
Email:					
Type of organisation (select only one):					
1. <input type="checkbox"/> School	Type (select only one):	<input type="checkbox"/> primary	<input type="checkbox"/> secondary	<input type="checkbox"/> college	
2. <input type="checkbox"/> Community Group	Type (select only one):	<input type="checkbox"/> not-for-profit	<input type="checkbox"/> other (see below)		
3. <input type="checkbox"/> Business	Size (select only one):	<input type="checkbox"/> small-medium	<input type="checkbox"/> large		
4. <input type="checkbox"/> Local government	Details (select only one):	<input type="checkbox"/> council	<input type="checkbox"/> other (see below)		
5. <input type="checkbox"/> State Government	Details (select only one):	<input type="checkbox"/> department	<input type="checkbox"/> other (see below)		
6. <input type="checkbox"/> Sole trader					
If 'other' was selected above, please describe the type of organisation					
Applicant organisation's Australian Business Number (ABN)					
Size of the organisation					
Number of employees					
Number of students (schools only)					

## Section 2 – Previous recipients of NTWMG grants

Have you previously received a grant from the NTWMG?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <b>If no, proceed to section 3.</b>
If you have previously received a grant from the NTWMG, have you successfully completed your project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you seeking funding for an alternative project to that previously funded or a project that extends/builds on a previously funded project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section 3 – Project overview

<b>1. Project manager details (this will be the main contact person for the project) if the same as section 1, proceed to question 3</b>	
Name :	
Email:	
Telephone:	
Position:	
<b>Secondary contact details (if Applicable)</b>	
Name:	
Email:	
Telephone:	
Position:	
<b>2. What is the project name?</b> This name will be used on all correspondence and promotional material. The project name should be no more than ten words.	
Name of project:	
<b>3. Where will your project occur?</b> List the address of where the project will take place or, for a community awareness program, the community groups and locations/suburbs which will be included in the project	
Location of project:	
<b>4. Project type: select which project you are seeking funding for</b>	
<b>For schools and non-profit community groups, select appropriate box(es). Once complete, proceed to question 6.</b>	
a. infrastructure to establish recycling	<input type="checkbox"/>
b. litter management, awareness and prevention	<input type="checkbox"/>
c. community awareness	<input type="checkbox"/>
<b>For other organisations, select appropriate box(es). Once complete, proceed to question 6.</b>	
a. innovative Recycling infrastructure and Landfill diversion	<input type="checkbox"/>
b. litter and Recycling management, awareness and prevention	<input type="checkbox"/>
c. value-adding or upcycling of waste/discarded materials	<input type="checkbox"/>
d. community awareness	<input type="checkbox"/>

Project description	
<p><b>5. Describe your project (200 words)</b> Include details of what your project involves and how it will be implemented. You may also want to describe how your project improves on the current situation at your workplace or within the community.</p>	
<p><b>6. Community benefit: describe how your project will benefit the northern Tasmanian community and how this benefit will continue to be realised beyond the term of the grant contract (maximum of 150 words)</b></p>	
<p><b>7. Project duration: how many years will the project provide benefits to the northern Tasmanian community? (Maximum of 100 words)</b></p>	
<p><b>8. Commitment: explain your organisation's commitment to improving waste management and recycling, in addition to applying to this grants program (Maximum of 150 words)</b></p>	
<p><b>9. Landfill diversion: what quantity of waste do you anticipate to divert from landfill per annum following completion of the project? (Provide tonnes):</b></p>	
Tonnes:	
<p><b>10. For applications seeking to install bin infrastructure, will bin bodies and bin lids meet Australian Standards for bin colours (AS 4123-2006 part 7)? (For those not applying for bin infrastructure, proceed to question 12).</b></p>	
<p>Yes <input type="checkbox"/>                      No <input type="checkbox"/></p>	
<p><b>11. How long will your project take to complete (Maximum of 100 words)</b></p>	

## Section 4 – Supporting information

### 12. Supporting information from all applicants

Provide a brief outline (200–300 words) of how the project will be managed over the next five years.

### 13. Supporting information from schools only

Detail a brief education program for students (maximum 400 words) which incorporates your project and which meets the requirements of the Australian Curriculum.

*All 'other' organisations are to proceed to question 15.*

### 14. Supporting information from applicants installing infrastructure only

If the project involves infrastructure development/installation, provide a brief outline (maximum 300 words) of how all users of the system, including maintenance staff, will be educated as to its purpose and proper operation.

*Applicants not installing infrastructure are to proceed to section 5.*

## Section 5 – Project budget

Complete the budget tables (part A and part B) detailing the project income and expenditure, including the amount of funding requested and the cash and in-kind contributions (see tables below).

- If you are committing in-kind contributions as part of our project budget, you must provide details in the template below and sign the declaration at the end of the application form.
- At least two written quotations (exclusive of GST) must be provided for all expenditure items for which the NTWMG has been asked to contribute cash towards. (Prior approval must be sought from the NTWMG if the applicant is unable to source two valid quotes)
- You must declare the expenditure items listed in the project budget table below as a true and accurate record/assessment. The declaration is in section 6.

### Funding availability

- Evidence of expenditure will be required from all applicants to demonstrate costs incurred before any grant monies are paid (with the exception of schools and not-for-profit organisations who will receive an initial payment of 50% of the grant at project commencement).
- Funding is available for eligible items only. Ineligible items will not receive funding from the NTWMG.
- The maximum funding amount per school or non-profit community group applicant is \$5,000 (ex-GST).
- The maximum funding amount for all other applicants is \$70,000 (ex-GST).
- The NTWMG may request additional financial information during the assessment process.

<b>15. PART A: Budget summary (MUST BE EXCLUSIVE OF GST)</b>	
<b>Total eligible project cost (ex-GST)</b> (extended budget detail is requested in Part B)	\$
<b>Amount of funding requested from the NTWMG (ex-GST)</b>	\$
<b>NTWMG funding as a percentage of total eligible project costs</b> (note: funding is limited to 50% of total eligible project costs. Information on eligible project costs is provided in the application guidelines)	%



<b>16. PART B: Detailed budget information</b>	
Please provide details of the income for your project, excluding GST. Note that total income should equal total expenditure. You are required to submit your budget using the categories provided (although not all categories will be relevant to your project – in this instance leave the amount as zero). If you cannot provide enough detail in this section, please provide a summary here and further details on a separate sheet (or sheets) using the same categories.	
<b>Project income (ex-GST)</b>	
Amount requested from NTWVG	\$
Cash contribution from your organisation	\$
In-kind contribution from your organisation	\$
Other funding (please specify)	\$
Other funding (please specify)	\$
Other funding (please specify)	\$
<b>Total income</b>	\$

Project expenditure (ex-GST): List items individually. Lump sum figures are not acceptable.	Cost	Quotes provided (Ex GST)		Applicant contribution		Cash contribution from the NTWVG
		Yes	No	Cash	In-kind *	
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
Provide brief description of expenditure item	\$	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$	\$
<b>Total expenditure (ex-GST)</b>	\$			\$	\$	\$

\* In-kind contributions are only permitted for schools and non-profit community groups/organisations. Note that applicants must sign an in-kind costs declaration in section 5D.

**NOTE:** All quotes must be Exclusive of GST to be eligible for grant consideration

## Section 6 – Financial viability, insurance, agreements, declarations and application submission

### 6A. Insurance – all applicants

Please enter the details of insurances held. Certificates of Currency will need to be provided if your funding application is successful.

<b>17. Insurance</b>	
Name of insurance company	
Insurance type	Public Liability
Policy number/s	
Expiry dates	
Policy amount	

Successful applicants will be required to provide additional insurance information including Public Liability and Worker's Compensation before receiving any payment

### 6B. Infringements and conflict of interest – all applicants

<b>18. Infringement notices</b>	
Does your organisation have any current investigations, prosecutions or other enforcement action (such as a notice advising of a breach requiring action by your organisation) that is yet to be complied with or any findings of guilt, fines or other penalties imposed by a court or by the regulators (Environment Protection Authority Tasmania, WorkSafe Tasmania, others) in the last 10 years? (Note that The NTWVG may confirm your response with the relevant regulators.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please provide details:	
<b>19. Conflict of interest:</b> please select the appropriate box below.	
<input type="checkbox"/> No current or potential conflict of interest exists. (Conflict of interest means any matter, circumstance, interest or activity affecting the applicant or its related persons which may or may not appear to impair the ability of the applicant to undertake the project diligently and independently, or perform its obligations under any funding agreement with the NTWVG in relation to the project.)	<input type="checkbox"/> I disclose the following conflict/s of interest and indicate below how I propose to manage it/them.

## 6C. Financial viability – commercial applicants only (non-commercial applicants, proceed to 6D – Agreement & Declaration)

<b>20. Financial viability (commercial applicants only):</b> The NTWMG may undertake a financial viability assessment of commercial organisations before offering funding or while projects are implemented. Financial documentation to the satisfaction of the NTMWG is required to be submitted upon request to the NTWMG to enable this assessment to occur. (NOTE: all financial information will be kept confidential.)			
<input type="checkbox"/> I declare that, as an authorised person, the applicant organisation will meet these terms.			
<b>Signature:</b>	Click here to enter text.	<b>Date:</b>	
<b>Print name:</b>		<b>Position:</b>	
(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)			

## 6D. Declaration – schools and non-profit community groups/organisations only: In-kind contributions

<b>21. Declaration</b>			
<ul style="list-style-type: none"> <li>– Maximum funding is restricted to the federal award rates for any type of labour provided – be it teacher time or maintenance staff time – as indicated by Fair Work <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></li> <li>– Volunteer time cannot be counted as in-kind support.</li> <li>– Evidence of time worked must be provided in the form of time sheets, certified as true and accurate by the organisation's chief financial officer (or equivalent).</li> <li>– Existing salary costs cannot be counted as in-kind support. In-kind support can only be claimed for new staff or additional hours worked by existing staff.</li> <li>– In-kind support cannot total more than 50% of total eligible project costs.</li> </ul>			
<input type="checkbox"/> I declare that, as an authorised person, the applicant organisation will meet these terms.			
<b>Signature:</b>	Click here to enter text.	<b>Date:</b>	
<b>Print name:</b>		<b>Position:</b>	
(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)			

## 6E. Declaration - applicants applying for more than \$20,000 only

<b>22. Declaration</b>			
<ul style="list-style-type: none"> <li>– A Commercial Viability check will be undertaken</li> <li>– Grant payments will only be made once the project is complete and all expenditure incurred. Evidence of expenditure in the form of tax receipts will be required to prove expenditure.</li> <li>– Repayment clause: the grant funds must be repaid if the project fails to operate for at least two years following successful completion of the project.</li> <li>– Funding will be rescinded if the project has failed to commence within 12 months</li> <li>– EPA and Council planning approval if required (or otherwise) must be obtained before submitting an application</li> </ul>			
<input type="checkbox"/> I declare that, as an authorised person, the applicant organisation will meet these terms.			
<b>Signature:</b>	Click here to enter text.	<b>Date:</b>	
<b>Print name:</b>		<b>Position:</b>	
(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)			

## 6F. Agreement & Declaration – all applicants

### PART A: Agreement

- I agree to submit a short report twelve months after the initial establishment of the funded program or project outlining the current state of the program or project.
- Where requested by the NTWGM, I agree to facilitate the NTWGM waste assessors to attend the project site for a pre and post-program waste assessment to demonstrate the effectiveness of the implemented infrastructure, education or awareness raising programs (this will be at no cost to the successful applicant and prior approval will be sort).
- Where applicable I **MUST** apply the NTWGM logo on the items the grant has assisted funding for e.g. brochures or infrastructure
- I **MUST** acknowledge the support of the NTWGM in all project communications and the NTWGM **MUST** be notified about any public communication made by the applicant about the funded project.

I declare that, as an authorised person, the applicant organisation will meet these terms.

### PART B: Declaration. By checking the box and signing below, I declare that:

- the information in this application and attachments is to the best of my knowledge true and correct and agree to the grant application conditions.
- I will notify the NTWGM of any changes to this information and any circumstances that may affect this application.
- I acknowledge the NTWGM may refer this application to external experts or other local government departments or agencies for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.
- I understand the NTWGM is subject to the *Right to Information Act 2009* and that if a Right to Information request is made, the NTWGM will consult with the applicant before any decision is made to release the application or supporting documentation.
- I understand that this is an application only and may not necessarily result in funding approval.
- The costs for the project outlined in the project budget in Section 4 are a true and correct record/assessment of the relevant costs associated with the project described in Section 3.
- I have read, and confirm the applicant organisation agrees to, the conditions of the proposed funding agreement on page three of this funding application form.

I declare that, as an authorised person, the applicant organisation will meet these terms.

<b>Signature:</b>	Click here to enter text.	<b>Date:</b>	
<b>Print name:</b>		<b>Position:</b>	

(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)

## Checklist

The following documents are attached

**For all applicants (including schools):**

I have read and understood the Application Guidelines	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Application Form completed (compulsory)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two written quotations (compulsory)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Supporting documentation (optional ): for example, letters of support etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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## APPLICATIONS CLOSE AT 3PM ON Tuesday 25 September 2018 AEST

Submit your application as follows:

**a. By email** (preferred method) to:

[ntwmg.grants@launceston.tas.gov.au](mailto:ntwmg.grants@launceston.tas.gov.au)

The email subject line should read 'Resource Recovery and Waste Minimisation grants'.

- Documents should be submitted in Microsoft Word format.
- Emails must not be greater than 10mb in size.
- The NTWVG will email confirming electronic receipt of application.

**b. Alternative application submission**

If you are unable to submit your application electronically by email, contact the NTWVG to arrange an alternative method for submission.

Alternative arrangements must be made at least one week prior to the close of the application period.

## More Information

For more information please contact NTWVG on 6323 3309 or email [ntwmg.grants@launceston.tas.gov.au](mailto:ntwmg.grants@launceston.tas.gov.au)

## Use and disclosure of personal information

The NTWVG is hosted by the City of Launceston, who in turn is a member of NTWVG.

The City of Launceston's employees, including employees of the NTWVG, are only provided with or have access to the information that is necessary for them to carry out their functions within the Council. All employees have agreed to comply with the requirements of the *Personal Information Protection Act 2004*. Personal information will be used only for the purpose for which it was collected, or a related purpose that you would reasonably expect.

Some important interests such as protecting health and safety, welfare, or prevention and investigation of crimes can justify the use and disclosure of personal information without consent. Otherwise, your personal information will only be disclosed with your consent, or if it is required by or authorised by law. A specific example is when you make a representation about a development application; your details will then become a matter of public record.

There may be a need or requirement to disclose some or all information Council collects to contractors, service providers and agents of Council, law enforcement agencies, courts or other public sector bodies.

The *Personal Information Protection Act 2004* permits the disclosure of "basic personal information" (that is, name, address, date of birth and gender) to other public sector bodies, where necessary, for the efficient storage and use of information.

#### **Access to and Correction of Information Collected**

The *Personal Information Protection Act 2004* provides that you can access your personal information held by Council.

If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.

Requests to access or correct your personal information held by Council will be processed in accordance with the provisions of the *Right to Information Act 2009*.

## **Contact information**

### **Northern Tasmanian Waste Management Group**

PO Box 396  
Launceston TAS 7250

Town Hall  
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Launceston TAS 7250

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