



NORTHERN TASMANIAN  
**Waste Management**

# Rethink Waste TASMANIA



2018/19 Resource Recovery and  
Waste Minimisation Grant Program

## Guidelines

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Northern Tasmanian Waste Management Group (NTWMG)  
Town Hall  
St John Street  
Launceston TAS 7250

T: 03 6323 3309

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

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

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

### APPLICATION GUIDELINES

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### 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 (NTWMG) is satisfied that the circumstances are exceptional and the NTWMG has been advised of those circumstances prior to the closing date.

### GLOSSARY

C&I	Commercial and industrial
C&D	Construction and demolition
MRF	Materials recovery facility
NTWMG	Northern Tasmanian Waste Management Group
WTS	Waste Transfer Station
FOGO	food organics, garden organics

# 1 What is the 2018/19 Resource Recovery and Waste Minimisation Grants Program?

**AIM:** *To support Northern Tasmania to increase resource recovery and decrease waste generation*

The NTWMG Resource Recovery and Waste Minimisation Grants Program will allocate grants to eligible organisations in Northern Tasmania that are working towards decreasing the amount of waste sent to landfill through innovative core activities and/or increasing the recovery of resources from waste that would otherwise be lost to landfill.

Financial support will be provided for eligible project costs associated with procuring innovative recycling infrastructure or educational materials necessary to improve waste management practices in the Northern Tasmanian area.

A portion of \$70,000 is available under the 2018/19 Resource Recovery and Waste Minimisation Grants program which is to be distributed between successful applicants.

## 2 Why resource recovery and waste minimisation?

The NTWMG is providing funding support to eligible projects to improve resource recovery and waste diversion from landfill in Northern Tasmania. According to the National Waste Report, "in 2014/15 950,000 tonnes of waste was generated in Tasmania, this equated to 1.8t of waste per capita, which is the lowest generation rate in Australia, the resource recovery rate was 50% .

This funding program has been developed to help overcome the immediate financial challenges associated with improving resource recovery and waste minimisation.

## 3 Who can apply?

### 3.1 Eligible organisations

The following organisations can apply for funding under the 2018/19 Resource Recovery and Waste Minimisation Grants program:

#### i. Schools and not-for-profit community organisations

- Schools (primary schools, high schools and senior colleges)
- Not-for-profit community organisations registered with the *Australian Charities and Not-for-profits Commission*

#### ii. Other organisations

- Sole traders, small, medium and large businesses, local governments and local government organisations, and state government organisations (including hospitals and tertiary education institutions)

### 3.2 Eligible organisation criteria

Organisations must:

- a. be based and operate in the Northern Tasmania area as defined by the council boundaries of Break O'Day, Dorset, George Town, Launceston, Meander Valley, Northern Midlands, West Tamar and Flinders Island councils.
- b. be seeking to minimise waste to landfill from either their operations or community activities in the Northern Tasmanian community.

## 4 What projects can be funded?

### 4.1 What kind of projects will be funded?

#### i. Schools and not-for-profit community organisations

The following can be funded under the 2018/19 Resource Recovery and Waste Minimisation Grants Program:

- a. Projects concerning litter management, awareness and prevention
- b. Programs that raise community awareness of recycling and waste management in migrant and international student communities or in the broader community
- c. Projects that value-add or up-cycle materials otherwise destined for landfill.

#### ii. Other organisations

The following can be funded under the 2018/19 Resource Recovery and Waste Minimisation Grants program:

- a. Innovative recycling infrastructure that demonstrates best practice including systems to increase resource recovery of commercial and industrial (C&I) and/or construction and demolition (C&D) wastes. (This does not include infrastructure that is a compliance requirement of the organisation)
- b. Projects concerning litter management, awareness and prevention
- c. Projects that value-add or up-cycle materials otherwise destined for landfill
- d. Programs that raise community awareness of recycling and waste management in migrant and international student communities or in the broader community.

## 5 Ineligible project activities and costs

*The following costs and activities will not be funded:*

- a. infrastructure not directly related to the project e.g., sheds, cement slabs, bunds
- b. compliance requirements including infrastructure
- c. projects for organisations that are based and operate outside of the Northern Tasmanian area as defined by the council boundaries of Break O'Day, Dorset, George Town, Launceston, Meander Valley, Northern Midlands, West Tamar and Flinders Island councils
- d. projects relating to hazardous waste (including asbestos)
- e. project management costs or staff salaries
- f. costs of equipment not dedicated to the project purpose (e.g. vehicles)
- g. security or surveillance equipment
- h. contingency costs
- i. projects that commenced prior to notification of successful applicants
- j. projects that seek retrospective funding for work already completed at the time of application
- k. ongoing costs such as bin bags, collection, transportation and processing services
- l. staff training for training not directly related to this project
- m. in-kind costs (with the exception of schools and not-for-profit community organisations)

## 6 What funding is available?

### 6.1 Funding amount

A portion of \$70,000 is available in 2018/19, which is split between schools/not-for-profit and other organisations as follows:

- a. For schools and not-for-profit community organisations, the maximum grant available per successful application is \$5,000 (excluding GST) towards the eligible projects costs associated with improving resource recovery and/or waste minimisation.
- b. For other organisations, applicants can apply for a grant of up to \$70,000 (ex-GST) (the maximum grant amount) for eligible project costs associated with improving resource recovery and/or waste minimisation. Note the entire \$70,000 may be allocated to a single project or across multiple projects based on the merits of the projects as assessed against the assessment criteria.

### 6.2 Other funding information

- a. Funding is limited to 50% of eligible project costs associated with completing the project, the remaining 50% will need to be contributed by the applicant or organisation.
- b. The NTWVG reserves the right to reduce the amount of funding provided to each applicant or to accept whole or part of any project in order to provide funding to more applicants.
- c. See section 7 for a detailed list of ineligible projects.

## 7 What are the funding criteria?

### 7.1 General eligibility criteria

In order for projects to be eligible for funding consideration, all applicants must meet the following criteria:

- a. Applications must be submitted by eligible organisations.
- b. Applications must be submitted on time.
- c. Applications must be correctly and fully completed.
- d. Two current quotes (exclusive of GST) must be provided. (Prior approval must be sought for NTWVG if the applicant is unable to source two valid quotes).
- e. Applications must be signed by an authorised representative of the applying organisation.
- f. Commercial applicants must agree to provide necessary documentation, if requested by the NTWVG, to demonstrate financial viability.
- g. A funding contribution of 50% of the total project costs must be obtained by the applicant or organisation.

### 7.2 For applicants applying for funding over \$20,000

- a. A commercial viability check will be undertaken - as per the Department of Finance: <https://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/assessing-financial-viability/practice.html>
- b. 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.
- c. 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.
- d. Funding will be withdrawn if the project has failed to commence within 12 months and all monies received by NTWVG must be recompensed in full.
- e. EPA and Council planning approval if required (or otherwise) must be obtained before submitting an application.

### 7.3 **Specific eligibility requirements – supporting information**

To be eligible for funding consideration, the following information must be provided as part of the application. This information is assessed on a pass/fail basis.

*For all applicants*

- a. A brief outline (200–300 words) of how the project will be managed over the coming five years. For example, this might include a description of how and when materials will be collected or recycled on an ongoing basis if your project involves collection of waste materials.

*For schools only:*

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

*For applicants installing infrastructure only (includes schools and other organisations installing infrastructure):*

- b. A brief outline (200–300 words) of how all users of the infrastructure will be educated as to its purpose and proper operation. This includes maintenance staff.

### 7.4 **Specific eligibility requirements – agreements**

To be eligible for funding consideration, the following applies:

*All applicants must agree:*

- a. to submit a short report twelve months after the initial establishment of the funded program or project outlining the state of the program or project. A report form will be provided by the NTWVG.
- b. Where requested by the NTWVG, to facilitate the NTWVG 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).
- c. Successful applicants must acknowledge the support of the NTWVG in all project communications and the NTWVG must be notified about any public communication made by the applicant about the funded project.
- d. Where applicable apply the NTWVG logo on the items the grant has assisted funding for e.g. brochures or infrastructure.

*Additionally, commercial applicants must agree:*

- a. to provide necessary financial documentation, if requested by the NTWVG during the assessment process or during the implementation of your project, to enable the NTWVG to determine financial viability of your organisation.

### 7.5 **Specific eligibility requirements – previous grant recipients**

To be eligible for funding consideration, recipients of previous grants must:

- a. indicate they have previously received a grant from the NTWVG on the application form
- b. have successfully completed the previously funded grant project
- c. be applying for funding for alternative projects, or for projects that extend or build on the success of existing or previously funded projects.

### 7.6 **Commercial/risk criteria**

Shortlisted applications will be assessed against commercial/risk criteria to assess the project's level of risk. These criteria are not scored but assessed on a pass/fail basis. Applicants may receive 'conditional' funding as a result of this assessment.

The commercial/risk criteria are:

- a. conflict of interest
- b. Environmental Protection Authority and WorkSafe Tasmania notices or actions
- c. insurance
- d. financial viability (where required by the NTWVG for commercial applicants only).

## 8 In-kind costs: schools and not-for-profit organisations only

In-kind costs will only be considered as eligible costs if the applicant organisation is a school or not-for-profit community group.

### What does “in-kind” mean?

In-kind support refers to goods or services that have been donated. Please indicate estimated value of in-kind support (e.g. housing, venue, equipment, staff time) in your budget. For e.g. a community member who donated 40 hours of additional time to the eligible project can convert those 40 hours to a cash contribution to add to the projects total expenditure in the In-kind section of the project budget.

For schools and not-for-profit community organisations, eligible in-kind contributions can contribute to the total eligible project cost. However, the NTWMG will only provide funding for eligible items which incur a financial, cash expense.

To summarise, in-kind support will be accepted, however, limits do apply as follows:

- a. 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 [www.fairwork.gov.au](http://www.fairwork.gov.au)
- b. Volunteer time cannot be counted as in-kind support.
- c. 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).
- d. 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.
- e. In-kind support cannot total more than 50% of total eligible project costs.

## 9 Assessment of applications

Applications will be assessed by a panel of experienced Industry experts, including delegates from and another region, with relevant experience in waste management whom have no conflict of interest. The evaluation panel may request input from relevant subject matter experts for technical aspects where the evaluation panel does not hold the requisite expertise.

Additionally, as part of the assessment process, commercial or private operators may be asked to provide financial information to the satisfaction of the NTWMG that allows financial viability to be verified.

Applications will be assessed against the following criteria:

1. Community benefit – how the project benefits the Northern Tasmanian community
2. Project duration – how long the project provides a benefit to the Tasmanian community
3. Commitment – the applicant's commitment to improving waste management and recycling
4. Landfill diversion – how the project leads to an improvement in resource recovery or waste minimisation
5. Value for money – the financial value of the project compared to the expected benefits
6. Cash contributions to the project, and
7. Where bin infrastructure is to be installed, assessment that the bins meet the Australian Standards for bin colours (AS 4123-2006 part 7).



## 10 Co-contributions

Cash co-contributions towards the eligible project costs are required as follows:

**i. For schools and not-for-profit community organisations:**

- Cash contributions are not required as in-kind contributions are permitted as per section 8. However, cash contributions from schools and not-for-profit community organisations to the project will be considered favourably.

**ii. For other organisations:**

- A cash co-contribution equal to 50% of the total eligible project cost is required for the project.

- A total funding pool of \$70,000 is available to all applicants.
- A \$5,000 funding cap applies to each application for schools and not-for-profit community organisations.
- The maximum grant amount available for any one application from other organisations is \$70,000.
- 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.
- Successful projects **MUST** be completed within 12 months of receiving the funding agreement.

## 11 Application resources

It is recommended that all applicants view the below resources prior to submitting an application:

1. NTWVG 5 year strategy 2017-2022 – available at [www.rethinkwaste.com.au](http://www.rethinkwaste.com.au)
2. The Tasmanian Waste and Resource Management Strategy – available at [www.epa.tas.gov.au](http://www.epa.tas.gov.au)
3. The Fair Work website for information on award rates – available at [www.fairwork.gov.au](http://www.fairwork.gov.au)

## 12 Closing date

**Applications close at 3pm on the 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 NTWVG is satisfied that the circumstances are exceptional and the NTWVG has been advised of those circumstances prior to the closing date.

## 13 How to apply

To apply, applicants must complete the following steps:

<b>STEP 1</b>	Check if your organisation is <i>eligible</i> to apply.
<b>STEP 2</b>	Check your project against the <i>funding criteria</i> and what the program will fund.
<b>STEP 3</b>	Read the <i>conditions of funding</i> to ensure they are met.
<b>STEP 4</b>	Complete the <i>application form</i> .
<b>STEP 5</b>	<p>Attach the following documents where applicable:</p> <ol style="list-style-type: none"> <li>1. Supporting documents that respond to the required information.</li> <li>2. Two current quotes (exclusive of GST). (Prior approval must be sought from NTWMG if applicant is unable to source two valid quotes).</li> </ol>
<b>STEP 6</b>	<p>Submit your application as follows:</p> <ol style="list-style-type: none"> <li>a. <b>By email</b> (preferred method) to:           <ul style="list-style-type: none"> <li><a href="mailto:ntwmg.grants@launceston.tas.gov.au">ntwmg.grants@launceston.tas.gov.au</a></li> </ul> <p>The email subject line should read 'Resource Recovery and Waste Minimisation Grants program'.</p> <ul style="list-style-type: none"> <li>• Documents should be submitted in Microsoft Word format or PDF format</li> <li>• Emails must not be greater than 10 mb in size.</li> <li>• The NTWMG will email confirmation of electronic receipt of applications.</li> </ul> </li> <li>b. <b>Alternative application submission</b> <p>If you are unable to submit your application electronically via email, contact the NTWMG to arrange an alternative method for submission. Alternative arrangements must be made at least one week prior to the close of the application period.</p> </li> </ol>

## More Information

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