|  |
| --- |
| **Note:** This is a preview of the application form for Stream 2 Implementation projects for Round 2 of the Recycling Victoria Councils Fund. **You cannot submit your application as a Word document**.  Once applications open in February 2022, you will need to fill out the online form via the SmartyGrants portal and **adhere to all word limits**.  All figures should be GST exclusive |

# Introduction

* indicates a required ﬁeld

## **Instructions**

Before ﬁlling out this application form, you should complete the following steps: **Step 1**. Read the [**Guidelines**](https://www.sustainability.vic.gov.au/grants-funding-and-investment/grants-and-funding/recycling-victoria-councils-fund-round-2-stream-2-implementation)**.**

**Step 2**. Ensure you have evidence of project feasibility.

**Step 3**. Before starting your application, consider speaking with your Waste and Resource Recovery Group (WRRG).

**Step 4**. Check your application request is consistent with the funding available per partnership size:

* + Individual Applicants can apply for between $80,000 and $250,000
  + Collaborative partnerships can apply for up to $500,000

**Step 5**. For partnerships involving a mix of Small and Large Councils, check your co- contributions in the [**calculator provided**](https://www.sustainability.vic.gov.au/grants-funding-and-investment/grants-and-funding/recycling-victoria-councils-fund-round-2-stream-2-implementation-calculator).

Note:

Incomplete applications and/or applications received after the closing date will not be considered.

Fields in the application form marked \* are required ﬁelds. Applicants are unable to submit their application unless these ﬁelds are completed.

## Eligibility

This section of the application form is designed to help you understand if you are eligible for this grant. Please review and complete these questions to ensure you are eligible to apply for this grant.

If you have any questions regarding these eligibility criteria, please email

### [grants.enquiries@sustainability.vic.gov.au](mailto:grants.enquiries@sustainability.vic.gov.au) or call 03 8656 6757 Conﬁrmation of eligibility

**Applicants must:**

* + have read and understand the program guidelines
  + be a Victorian local government or Alpine Resort Management Board
  + have a current Australian Business Number (ABN)
  + be able to meet or exceed the minimum co-contribution requirement for funding
  + agree to comply with Sustainability Victoria's (SV) funding agreement
  + agree to comply with SV's Terms of Participation in a Grant Program

### The Project:

* + will be implemented in and service Victoria
  + has not commenced or will not commence prior to entering into a funding agreement with (SV)
  + will be completed by 31 December 2023

### I conﬁrm that my organisation and project are eligible to apply for funding. \*

* Yes ○ No

### In what capacity are you applying \*

* Individual ○ Collaborative Partnership

You have selected 'no' to eligibility criteria above. This makes you ineligible to apply for this grant. Please close without submitting.

For further clariﬁcation refer to the **Guidelines**. If you have any questions please contact

### [grants.enquiries@sustainability.vic.gov.au](mailto:grants.enquiries@sustainability.vic.gov.au) or call 03 8656 6757

About the Applicant

* indicates a required ﬁeld

## Applicant organisation details

The Applicant is the main organisation responsible for delivering the project.

### Name of legal entity \*

Organisation Name

Organisation Name

### Business or trading name (if diﬀerent from legal entity name)

**Type of organisation \***

* Local Government ○ Alpine Resort Management Board

### Is your organisation classiﬁed as a Small Council? \*

* Yes ○ No

Small Council refers to councils with fewer than 15,000 residents, as well as ARMBs. See full list in the Guidelines.

### Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to

check that you have entered the ABN correctly.

ABN

Information from the Australian Business Register

[More information](http://abr.business.gov.au/HelpTaxConcessions.aspx)

Entity name

ABN status Entity type

Goods & Services Tax (GST) DGR Endorsed

ATO Charity Type ACNC Registration Tax Concessions

Main business location

Must be an ABN.

Primary contact

**Name \***

Title First Name Last Name

Person authorised to receive notices in relation to this application.

### Position held in organisation \*

**Telephone \***

**Email \***

Must be an email address.

## Waste and Resource Recovery Group (WRRG) Engagement

Applicants are encouraged to contact their respective WRRGs to discuss their proposal. WRRGs can review drafts and provide feedback on applications; they are not involved in the formal assessment of applications.

[Go to contacts details for WRRGs.](https://www.sustainability.vic.gov.au/about-us/our-people/our-partners#contact-WRRG)

### If you have discussed your application with your WRRG, list the group name and the person you had contacted.

**WRRG Group WRRG Contact**

|  |  |
| --- | --- |
|  |  |
| Select a group | Provide a contact you have spoken with |

Project overview

* indicates a required ﬁeld

## Project name

### Project title \*

Must be no more than 10 words.

Provide a name for your project. Your title should be short but descriptive.

## Project dates

**Anticipated start date \* Anticipated completion date \***

Must be a date and no earlier than 1/7/2022.

Projects must not start before signing a funding agreement

## Project location

Must be a date and no later than 31/12/2023.

Projects must be completed by this date

Please provide the name and address of the facility where your project will take place

### Name of facility \*

**Address \***

Address

**Site permits/ permissions \***

* I have the required permits/ permissions for the project on the site
* I am in the process of seeking permits/ permissions
* I have not yet sought the required/ permissions
* I do not require permits/ permissions for the project on the site

You may be requested to submit permits as part of the application process.

## Additional project locations

If applicable, add additional facilities

### Facility name or description Address

|  |  |
| --- | --- |
| Organisation Name |  |
|  |  |
|  | Address - additional site |

Project details

* indicates a required ﬁeld

### Provide a short summary of your project. \*

Word count:

Must be no more than 200 words.

Be descriptive and succinct. This will be used to inform promotion of your project on the SV website and in media releases.

## Alignment with Fund Objectives

### Select which fund objective/s your project delivers on \*

* Decrease the volume of waste going to landﬁll
* Increase the volume of material reused, repaired, repurposed or recycled
* Increase circular economy activity, stimulating local employment and economic growth

Projects must align with at least one fund objective

### Primary materials aﬀected \*

|  |  |  |
| --- | --- | --- |
| * E-waste * Glass | * Organic (including timber) * Paper and card | * Rubber * Textiles |
| * Mixed | * Plastic | * Other: |
| Select all that apply |  |  |

**Explain how your project aligns with one or more of the fund objectives \***

Word count:

Must be no more than 200 words.

### Outline the scope of the project. What will be included and/or excluded? \*

Word count:

Must be no more than 200 words. Please use dot points

### Outline how this project provides value for money for Victorians? \*

Word count:

Must be no more than 150 words.

How does this project beneﬁt the Victorian community? What would happen if the project does not go ahead?

### Why hasn't this project been delivered by your organisation before? \*

Word count:

Must be no more than 150 words.

# Project rationale

* indicates a required ﬁeld

## Evidence of Feasibility

All implementation stream applications require evidence of project feasibility. This research may have been conducted through previous rounds of the Recycling Victoria Councils Fund.

You may also attach a business case, study or evidence of a successful similar project that your implementation project can replicate.

### Have you previously led or partnered on a relevant Feasibility project with the Recycling Victoria Councils Fund? \*

* Yes ○ No

### What was the SmartyGrants Application ID or project title? \*

Must be no more than 10 words.

e.g. RVCFXXX

### Type of feasibility evidence \*

* Cost-beneﬁt analysis ☐ Materials ﬂow analysis
* Business case ☐ Pilot or trial
* Feasibility study ☐ Evidence of successful similar project

Select all that apply

### Provide a short summary of the ﬁndings, recommendations and/or outcomes of your feasibility evidence \* *(this question only appears if you select ‘no’ to having participated in a relevant Feasibility project with the RV Councils Fund)*

Word count:

Must be no more than 150 words.

### Attach your evidence of project feasibility \* *(this question only appears if you select ‘no’ to having participated in a relevant Feasibility project with the RV Councils Fund)*

Attach a ﬁle:

## Support material

List any relevant plans and policies your project is part of, including:

* + Council
  + Regional
  + Waste and Resource Recovery Groups (WRRG)
  + Other relevant bodies.

Include any relevant information to help substantiate your application.

If additional rows are needed use the "add more" button at the bottom of the table.

### Name of document or description of URL

**Upload the document Or link to a URL**

|  |  |  |
| --- | --- | --- |
|  |  | Must be a URL. |
|  |  |  |
|  |  |  |
|  |  |  |

Project delivery

Project Milestones

Outline the proposed timeline and key milestones for the project.

* + Identify key stages, activities and dates for your project.
  + Ensure you consider approvals that may be required from regulatory authorities such as the EPA.
  + All projects must be completed by 31 December 2023. For each milestone, please include:
  + a list of tasks to be completed in delivery the project. Tasks are jobs performed to deliver the results / deliverables.

### Milestone tasks Start Date End date Deliverables

|  |  |  |  |
| --- | --- | --- | --- |
| e.g. ordering equipment,  project planning, conduct workshops, | Must be a date and no  earlier than 1/7/2022. | Must be a date and no  later than 31/12/2023. | e.g. project plan  approved, draft report, invoices and receipts |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| pilot demonstration,  assessment report |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: You will be able to add more rows**

Risk Management

Identify each key risk, how severe it is, how likely it will occur, and the strategies you will use to mitigate it.

### Identify risk Risk likelihood Risk consequence Management

**strategy**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: You will be able to add more rows**

Capability and capacity

* indicates a required ﬁeld

## Who will deliver the project

Applicants and Project Partners must demonstrate ability to deliver the project by showing they have the:

* + capability (skills, knowledge and experience)
  + capacity (time and staﬀ resources)

### Describe your project team and their ability to deliver the project. \*

Word count:

Must be no more than 250 words.

What similar projects have you successfully completed in the past? Include Project Partners where relevant

### Describe your experience in leading a collaborative partnership project \* *(this question will only appear if you are applying as a Collaborative Partnership)*

Word count:

Must be no more than 150 words.

## Collaborative Partnership breakdown ***(this section will only appear if you are applying as a Collaborative Partnership)***

### Including the Applicant, how many Small Councils (including ARMBs) and Large Councils are in your partnership?

**Total number of Small Councils \***

Must be a number.

Include the Applicant if relevant

### Total number of Large Councils \*

Must be a number.

Include the Applicant if relevant

### Total number of Councils

This number/amount is calculated.

## Project stakeholders

### To assist us in understanding how developed your project is, list any project stakeholders you have engaged with in preparation of this application, and their roles in the project.

*Project stakeholders are organisations engaged by the Applicant to assist in the delivery of the project; including but not limited to product or equipment suppliers, consultants and contractors.*

### Stakeholder name Role in project Attach letter of support (if

**applicable)**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**Note: You will be able to add more rows**

Financial viability

Budget and funding request

**Co-contribution Requirements**

Applicants are required to make a co-contribution to the total project cost. At least 80% of the co-contribution must be in cash. Up to 20% of the co-contribution can be In-kind.

* + For Small Councils: $2:$1 (Sustainability Victoria:Applicant)
  + For Large Councils: $1:$1 (Sustainability Victoria:Applicant)

For example:

* + if you are a Large council and your grant request is $200,000, you must contribute at least $160,000 in cash and the remaining $40,000 can be in-kind.
  + If you are a Small council, if your grant request is $200,000, you must contribute at least $80,000 in cash and the remaining $20,000 can be in-kind.

If your partnership involves a mix of Small and Large Councils, to work out the Co- contribution requirements, use this [calculator (Excel sheet)](https://www.sustainability.vic.gov.au/grants-funding-and-investment/grants-and-funding/recycling-victoria-councils-fund-round-2-stream-2-implementation-calculator).

All figures should be GST exclusive

## Project budget - Applicant contribution

### Expenditure items

All expenditure items must be directly related to the project. Please note expenditure incurred before the signing of funding agreement will be ineligible.

* + Be speciﬁc
  + Describe the individual items and costings

Please refer to the Guidelines for more details on the type of eligible funding items.

*Note: For Collaborative partnership applications, the applicant contributions in the below table are solely referring to contributions made by the lead council in the partnership.*

### Expenditure item SV Funding Request Applicant cash

**contribution**

**Applicant in-kind contribution**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Must be a dollar amount. | Must be a dollar amount. | Must be a dollar amount. |
|  | $ | $ | $ |
|  | $ | $ | $ |
|  | $ | $ | $ |

**Note: You will be able to add more rows**

Project Partners - Small Councils ***(this section will only appear if you are applying as a collaborative partnership)***

**Notes:**

* + Project partners have a critical role in the project and a formal commitment to delivering the support required to ensure the project’s success.
  + SV will enter into a funding agreement with the Applicant only. The Applicant will be responsible for the delivery of the project.
  + Small Councils include ARMBs.

### Name of Small

**Cash**

**In-kind**

**Formal**

**Upload a**

**Council**

**contribution**

**contribution**

**agreement type copy of the**

**agreement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Must be a dollar  amount. | Must be a dollar  amount. |  |  |
|  | $ | $ |  |  |
|  | $ | $ |  |  |

**Note: You will be able to add more rows**

Project Partners - Large Councils ***(this section will only appear if you are applying as a collaborative partnership)***

**Notes:**

* + Project partners have a critical role in the project and a formal commitment to delivering the support required to ensure the project’s success.
  + SV will enter into a funding agreement with the Applicant only. The Applicant will be responsible for the delivery of the project.

### Name of Large

**Cash**

**In-kind**

**Formal**

**Upload a**

**Council**

**contribution**

**contribution**

**agreement type copy of the**

**agreement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Must be a dollar  amount. | Must be a dollar  amount. |  |  |
|  | $ | $ |  |  |
|  | $ | $ |  |  |

**Note: You will be able to add more rows if required**

Contribution Summary

Cash In-kind

**Applicant cash contribution Applicant in-kind contribution**

$

$

This number/amount is calculated.

**Small Council partner cash contribution summary**

This number/amount is calculated.

**Small Council in-kind partner contribution summary**

$

$

This number/amount is calculated.

**Large Council partner cash contribution summary**

This number/amount is calculated.

**Large Council partner in-kind contribution summary**

$

$

This number/amount is calculated.

**Total cash contribution**

This number/amount is calculated.

**Total in-kind contribution**

$

$

This number/amount is calculated.

## Budget summary

This number/amount is calculated.

**Total SV funding request**

**Total co-contribution**

**Total project cost**

This number/amount is

calculated.

This number/amount is

calculated.

**Cash contribution: total request ratio**

This number/amount is

calculated.

This number/amount is

calculated.

must be at least .80

**Total contribution: total request ratio**

This number/amount is calculated.

must be at least 1

# Project outcomes

* indicates a required ﬁeld

It is important to demonstrate how your project aligns with and help achieve the objectives of the [**Recycling Victoria: a new economy**](https://www.vic.gov.au/transforming-recycling-victoria) policy. This include environmental, economic and social beneﬁts it will deliver, such as potential diversion from landﬁll (by weight), new jobs and any other beneﬁts.

### Waste reduced or avoided \*

Must be a number.

Tonnes per annum. The reduction in waste generated as a result of eﬃciencies and education initiatives introduced by the project.

### Waste diverted from landﬁll \*

Must be a number.

Tonnes per annum. The reduction in waste being sent to landﬁll, attributable to the project and put to beneﬁcial reuse (i.e. not being stockpiled, exported or incinerated)

### Increased processing capacity

Must be a number.

Tonnes per annum. If you are purchasing infrastructure, how many tonnes per annum could it process if it were running 24/7?

Other beneﬁts

### Outline how the project delivers economic, environmental and social objectives in your community \*

Word count:

Must be no more than 150 words.

Include any engagement with Traditional Owner groups or social enterprises (if applicable)

## Local jobs creation

### Provide an estimate of the local direct full-time equivalent employment (FTE) generated as a result of the project.

Actual new full-time positions created by your business. This can include training or upskilling of employees who would otherwise be made redundant through the

implementation of your project. An FTE of 1.0 is equivalent to a full-time worker of approximately 40 hours per week.

**Long term jobs \* Short term jobs \***

Must be a number. Must be a number.

Full Time Equivalent (FTE) permanent jobs created Jobs created during construction/implementation of

as a direct result of your project, employed by you for a minimum of 12 months

your project. Or short-term contractors (less than 12 months)

### Will your project deliver volunteering and/or employment opportunities for job seekers, Aboriginal and Torres Strait Islander people, CALD communities, and other diverse groups? \*

* Yes
* No

### If yes, please provide more details. \*

Word count:

Must be no more than 150 words.

# Due diligence

* indicates a required ﬁeld

### All applicants must answer each question in this section.

Failure to disclose information or provide the required evidence may render your application non-compliant.

Insurance

Applicants must have the insurance speciﬁed below unless otherwise agreed with SV. Certiﬁcates of Currency will need to be provided if your grant application is successful.

In general, the types of insurance required are:

* + Public Liability ($10 million)
  + Professional Indemnity ($5 million)
  + WorkCover

### Please select the type of insurance and the policy amount below.

**Public Liability \***

* Yes ○ No

Minimum $10m

**Professional Indemnity \***

* Yes ○ No

Minimum $5m

**WorkCover \***

* Yes ○ No

**Policy amount Policy amount**

$

$

Must be a dollar amount. Must be a dollar amount.

### If your organisation does not have any of the above insurances or the minimum required policy amount, please provide an explanation below. \*

Word count:

Must be no more than 100 words.

## Environmental, safety, and workplace compliance

Applicants and their Related Entities (and, where applicable, Project Partners) must declare any Environmental, Safety or Workplace Breaches in the last ﬁve years *(refer to Guideline Deﬁnitions in Section 9).*

[View deﬁnitions](https://www.sustainability.vic.gov.au/grants-funding-and-investment/grants-and-funding/recycling-victoria-councils-fund-round-2-stream-1-feasibility)

SV reserves the right to reject applications where the Applicant’s compliance with Environmental and Safety Laws and Workplace Laws is unsatisfactory in accordance with the Guidelines.

### Does your organisation or a Related Entity (and, where applicable, Project Partners) currently or in the last ﬁve years have any reportable incidents or investigations, penalties, notices, prosecutions, litigation, warnings, enforceable undertakings, regulatory intervention or enforcement action from the EPA, WorkSafe or Fair Work Ombudsman or been in breach of any other Environmental and Safety Laws or Workplace Laws? \*

* Yes ○ No

### Has the breach been resolved? \*

* Yes ○ No

### Provide details, attach relevant notice/s and evidence that the penalty, notice, prosecution or regulatory intervention has been satisfactorily resolved and that the level of compliance since the breach is satisfactory. \*

Word count:

Must be no more than 200 words.

### Attach relevant notice/s and evidence

Attach a ﬁle:

### If the breach has not been resolved, explain why and what steps are being taken to rectify? \*

Word count:

Must be no more than 200 words.

## Conﬂict of interest

Conﬂict of interest means any matter, circumstance, interest or activity aﬀecting the Applicant or its Related Persons which may or may appear to impair the ability of the Applicant to undertake the project diligently and independently, or perform its obligations under any funding agreement with SV in relation to the project.

### Do you or your Related Persons (and, where applicable, Project Partners) have a conﬂict of interest? \*

* No current or potential conﬂict of interest exists
* We disclose the following conﬂict/s of interest and indicate below how we propose to manage it/them.

### Conﬂict of interest details \*

Word count:

Must be no more than 200 words.

# Feedback and comments

* indicates a required ﬁeld

### How did you hear about this grant?

* Sustainability Victoria email☐ Internet search / Google ☐ News article
* Sustainability Victoria website
* I'm a previous applicant / recipient
* Sustainability Victoria Facebook
* Sustainability Victoria Instagram
* Waste and Resource Recovery Group
* Other:
* Word of mouth/ referral ☐ Sustainability Victoria

LinkedIn

### Select the types of contact you made with SV for this application

* Workshop/ info session ☐ Email correspondence ☐ I didn't make any contact

with SV

* Watched recording of information session
* Phone call

### Are you receiving or have you previously received any funding from Sustainability Victoria? \*

* Yes ○ No

### Grant program name Amount approved Year (funding received)

|  |  |  |
| --- | --- | --- |
|  |  | Must be a number. |
|  | $ |  |
|  | $ |  |
|  | $ |  |

**Do you have any other applications for funding from SV currently being assessed?**

**\***

* Yes ○ No

### Grant program name

|  |
| --- |
|  |
|  |
|  |

Feedback and comments

We welcome feedback on any aspect of the grants program including application process, guidelines, program information and how we might improve our service to you.

### Please provide your comments below.

Conﬁrmation and declaration

* indicates a required ﬁeld

Please ensure that all sections are completed and relevant information is attached before you submit your application form.

### Conﬁrmation \*

* I acknowledge that SV may undertake checks with EPA, WorkSafe, Fair Work or other regulators about my organisation, my Related Entities’ (and, where applicable, Project Partners’) compliance with Environmental and Safety Laws and Workplace Laws
* I acknowledge that my Related Entities (and, where applicable, Council Project Partners) agree to provide information to SV should EPA, WorkSafe, Fair Work or other compliance checks be required about their compliance with Environmental and Safety Laws and Workplace Laws
* I agree to provide information to the Victorian Recycling Industry Annual Survey to highlights the achievement of community and industry by establishing data on Victoria's

overall waste generation and the quantities of waste material being recovered and diverted from landﬁll (mandatory requirement)

At least 3 choices must be selected.

### Declaration

I state that:

The information in this application and attachments is to the best of my knowledge true and correct. I will notify SV of any changes to this information and any circumstances that may aﬀect this application.

I acknowledge that I have read, understand and my organisation agrees to the [Terms of Participation in Grant Programs](https://www.sustainability.vic.gov.au/About-us/Legal-and-policies/Terms-of-Participation-in-Grant-Programs) and [General Funding](https://www.sustainability.vic.gov.au/about-us/legal-and-policies/contract-terms-and-conditions/general-funding-agreement-over-50-000-2021-03) (grants over $50K) **[and/or]**[Short Form Funding](https://www.sustainability.vic.gov.au/about-us/legal-and-policies/contract-terms-and-conditions/short-form-funding-agreement) (grants $50K and less) Agreement Terms and Conditions.

I acknowledge that SV may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions.

I understand that SV is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, SV will consult with my organisation before any decision is made to release the application or supporting documentation.

I have advised my organisation’s Related Entities and Project Participants that compliance checks with EPA, WorkSafe, Fair Work Ombudsman and other regulators may be required and if so, they will provide information to SV on request.

I agree to the funding conditions as outlined in [Section 4](https://www.sustainability.vic.gov.au/grants-funding-and-investment/grants-and-funding/recycling-victoria-councils-fund-round-2-stream-2-implementation#4.-funding-conditions) of the Guidelines if approved for funding.

I agree to collect and release data to SV including national data and reporting requirements post project completion.

I have read and understood that government [signage requirements](https://www.vic.gov.au/capital-works-signage-guidelines) will be required for capital works projects over $250,000.

The Applicant and Project Partners agree to share the project ﬁndings to a broader Victoria Audience.

The Applicant and Project Partners agree to Sustainability Victoria using their name and logo for promotions relating to the project.

I declare that my organisation currently holds relevant insurances as per the requirements speciﬁed in this application form.

I have authority to make this application on behalf of the Applicant.

### Name \*

Title First Name Last Name

### Position \*

**Date \***

Must be a date.

Privacy Statement

Sustainability Victoria collects uses and discloses your personal information for the purposes of this grants program and in accordance with our Privacy Statement and Terms of Participation. SV’s Privacy Statement is available from [http://www.sustainability.vic.gov.au/](http://www.sustainability.vic.gov.au/privacy) [privacy](http://www.sustainability.vic.gov.au/privacy)

If you wish to be removed from our mailing list, have any questions relating to the Privacy Statement or wish to seek access to the personal information which Sustainability Victoria holds about you, please contact us in writing addressed to: [privacy@sustainability.vic.gov.au](mailto:privacy@sustainability.vic.gov.au)