



NORTHERN TASMANIAN Waste Management



Rethink Waste TASMANIA

2023-2024 Resource Recovery and
Circular Economy Grants

Guidelines

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2023-24 Resource Recovery and Circular Economy Grants

APPLICATION GUIDELINES

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Applications close at 5:00 pm, Friday 04 August 2023

Please ensure your online application is submitted before the closing time on the closing date.

Late applications will not be considered unless an extension has been granted by NRM North, in writing, prior to the closing date. Extensions will be considered under the following circumstances:

- the Northern Tasmanian Waste Management Program (NTWMP) is satisfied that the circumstances are exceptional; and,
- the NTWMP were advised of those circumstances, in writing, at least 4 business days prior to the closing date.

All requests for extensions should be emailed to NTWMP@nrmnorth.org.au noting your project number and your reason/s for requesting an extension to the due date.

Note: your project number begins with PJ- and is located in the application portal, it is generated when an application has commenced.

GLOSSARY

C&I	Commercial and industrial
C&D	Construction and demolition
MRF	Materials recovery facility
NTWMP	Northern Tasmanian Waste Management Program
NRM North	Northern Tasmanian Natural Resource Management Association (trading as NRM North).
WTS	Waste Transfer Station
FOGO	Food organics, garden organics

1 About the Northern Tasmanian Waste Management Program (NTWMP)

The Northern Tasmanian Waste Management Program (NTWMP), hosted by the Northern Tasmanian Natural Resource Management Association Inc., (trading as NRM North), was formed in 2007. Its members include eight member councils: Break O’Day, Dorset, Flinders Island, George Town, Launceston, Meander Valley, Northern Midlands, West Tamar and NRM North. The program operates through a voluntary partnership formalised by a regional waste agreement. The role of the NTWMP is to provide advice, funding, and education on better managing waste and recycling, and to facilitate and promote opportunities to strengthen the circular economy within the northern Tasmanian region.

2 What are the 2023-2024 Resource Recovery and Circular Economy Grants?

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

The NTWMP Resource Recovery and Circular Economy Grants will allocate grants to successful applicants in Northern Tasmania that are working towards decreasing the amount of waste sent to landfill through innovative core activities, increasing the recovery of resources from waste that would otherwise be lost to landfill, or strengthening northern Tasmania’s circular economy.

Financial support will be provided for eligible project costs associated with:

- circular economy initiatives,
- projects that reduce waste going to landfill;
- procuring innovative recycling infrastructure;
- educational materials necessary to improve waste management practices in the Northern Tasmanian area.

\$145,000 is available under the 2023-2024 Resource Recovery and Circular Economy Grants which will be distributed between successful applicants.

3 Who can apply?

3.1 Eligible organisations

The following organisations can apply for funding under the *2023-2024 Resource Recovery and Circular Economy Grants*:

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, George Town, Launceston, Meander Valley, Northern Midlands, Dorset, West Tamar and Flinders Island.
- b. be seeking to minimise waste to landfill from either their operations, implementing circular economy initiatives or community activities in the Northern Tasmanian community.

4 What funding is available?

4.1 Funding amount

\$145,000 is available in 2023-24, which is split between schools/not-for-profit and other organisations.

Eligible organisations can apply for a grant of up to \$50,000 (ex-GST) (the maximum grant amount) for eligible project costs associated with improving resource recovery, waste minimisation or circular economy initiatives.

4.2 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.
- b. Up to 100% of eligible project costs may be awarded to schools and not for profit organisations applying for funding of up to \$5000. Projects demonstrating a higher proportion of in-kind funding will be highly regarded.
- c. The NTWMP 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.
- d. Successful candidates will enter into an Agreement with the host of the NTWMP, Northern Tasmanian Natural Resource Management Association Inc. (trading as NRM North).
- e. See section 7 for a detailed list of ineligible projects.

5 What projects can be funded?

5.1 What kind of projects will be funded?

i. Schools and not-for-profit community organisations applying for funds under \$5000

The following can be funded under the *2023-2024 Resource Recovery and Circular Economy Grants*:

- 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, e.g. hand dryers to replace paper towel and water refill stations to replace single use water bottles.
- d. Infrastructure to promote waste separation including recycling and organics bin systems, worm farms and recycling hubs.

ii. All eligible organisations

The following can be funded under the *2023-2024 Resource Recovery and Circular Economy Grants*:

- 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, or part of the organisation's usual business operations, of the applying organisation)
- b. Projects concerning litter management, awareness and prevention e.g. waste separation or reduction infrastructure.
- c. Circular economy projects or infrastructure 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.

6 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 and business as usual operations including standard infrastructure upgrades at council transfer stations.
- 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, George Town, Launceston, Meander Valley, Northern Midlands, Dorset, West Tamar and Flinders Island.
- d. projects relating to hazardous waste (with the exception of projects that are educational such as sharps or asbestos disposal awareness programs).
- 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, or projects that seek retrospective funding for work already completed at the time of application.
- j. ongoing costs such as bin bags, collection, transportation and processing services.
- k. staff training for training not directly related to this project.
- l. in-kind costs are an ineligible contribution towards the total eligible project costs except if the applicant is a school or not-for-profit community organisation (see section 6).

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 must be provided. (Prior approval must be sought from the NTWMP 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 NTWMP, to demonstrate financial viability.
- g. If applicable, demonstrate that the recyclable product being processed has a market for its use i.e., crushed glass, shredded tyres, and provide letters of support from business willing to utilise the service/product.
- h. A funding contribution of at least 50% of the total project costs must be provided by the applicant.

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

- a. A financial viability check will be undertaken - as per the Department of Finance: [Assessing Financial Viability | Department of Finance](#)
- b. Grant payments will only be made once the project is complete and all expenditure incurred. Evidence of expenditure in the form of tax invoices 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.
- e. EPA and Council planning approval, or any other approvals required under statutory obligations, must be obtained before a funding Agreement is fully executed and you are able to commence project work. If approvals are not required, suitable documentation confirming this must be submitted.

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 progress of the program or project. Applicants will be provided with a preferred reporting method by the NTWMP.
- b. where requested by the NTWMP, to facilitate 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. to acknowledge the support of the NTWMP in all project communications and the NTWMP must be notified about any public communication made by the applicant about the funded project.
- d. where applicable, to apply the NTWMP 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 NTWMP during the assessment process or during the implementation of your project, to enable the NTWMP 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 NTWMP 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 NTWMP 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 by the applicant. For example, a community member who donated 40 hours of additional time to the eligible project can convert those 40 hours to a cash contribution based on an hourly wage rate. This in-kind contribution can be included as part of the applicant's total expenditure in the In-kind section of the project budget.

Please indicate estimated value of in-kind support (e.g. housing, venue, equipment, staff time) in your budget.

While eligible in-kind contributions can contribute to the total eligible project cost, the NTWMP will only provide funding for eligible items which incur a financial, cash expense. For example, the NTWMP would provide funding for the purchase of new bins, but not for staff time used on the project.

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.
- 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 towards the project.
- e. In-kind support cannot total more than 50% of total eligible project costs.

9 Assessment of applications

Applications will be assessed by an independent assessment panel convened by the NTWMP, and funding recommendations will be endorsed by the NTWMP steering committee. The assessment panel may request input from relevant subject matter experts for technical aspects where the assessment 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 NTWMP 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.
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

A cash co-contribution equal to 50% of the total eligible project cost is required for the project, except if the applicant is a school or not-for-profit community organisation seeking funding under \$5000 (see Sections 6 & 8).

- **A total funding pool of \$145,000 is available to all applicants.**
- **The maximum grant amount available for any one application from other organisations is \$50,000.**
- Funding will be provided to successful applicants in two payments. Successful schools, not-for-profit community organisations and businesses receiving a grant of less than \$20,000 will receive an upfront payment of 50% of the approved grant amount once relevant paperwork is signed and sent back. Final payment to the applicant will be made once all expenditure has been incurred and evidence of expenditure provided to the NTWMP in the form of tax invoices.
- For successful applicants receiving a grant of more than \$20,000, no payment will be made until the project is completed and all evidence of expenditure has been provided to the NTWMP in the form of tax invoices.
- **Successful projects MUST be completed within 12 months of receiving the funding agreement.**

11 Application resources

Applicants should review the below resources prior to applying:

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

12 Closing date

Applications close at 5pm, Friday 04 August 2023.

13 How to apply

All applicants should ensure they have read and understood the Application Guidelines prior to submitting an application. To apply, applicants must complete the following steps:

STEP 1	Ensure your organisation is <i>eligible</i> to apply.
STEP 2	Check your project against the <i>funding criteria</i> and what the program will fund.
STEP 3	Read the <i>conditions of funding</i> to ensure they are met.
STEP 4	<p><i>Complete the online application at www.rethinkwaste.com.au</i> (You may save your application and return to complete it at any time prior to the submission date, ensure you retain your login details).</p> <p>Attach the following documents where applicable:</p> <ol style="list-style-type: none"> 1. Supporting documents that respond to the required information. 2. Two current quotes. <p>(Prior approval must be sought from the NTWMP if the applicant is unable to provide two valid quotes).</p> <p>On successful submission of your application (on screen notification), navigate to the home screen from the top left-hand corner of the screen. Your project application will generate a PJ- number, please make a record of this number.</p> <p>You will also receive an acknowledgment email on successful submission of your application.</p>
STEP 5	<p><i>Alternative application submission</i></p> <p>If you are unable to submit your application electronically, contact the NTWMP 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>

More Information

For more information, please contact NRM North on 6333 7777 or email ntwmp@nrmnorth.org.au