



Application Guidelines

Resource Recovery and Circular Economy Grants 2025



Circular North is supported by the Tasmanian Government, through the Tasmanian Waste and Resource Recovery Board.

Information in this document is current as of February 2025.

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Resource Recovery and Circular Economy Grants 2025

APPLICATION GUIDELINES

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Applications close at 5pm, Friday 14 March 2025

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

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

- Circular North is satisfied that the circumstances are exceptional; and,
- Circular North was advised of those circumstances, in writing, at least 4 business days prior to the closing date.

All requests for extensions should be emailed to circularnorth@nrmnorth.org.au giving your reason/s for requesting an extension to the due date.

GLOSSARY

C&I	Commercial and industrial
C&D	Construction and demolition
NRM North	Northern Tasmanian Natural Resource Management Association Inc. (trading as NRM North)

1 About Circular North

Circular North, hosted by the Northern Tasmanian Natural Resource Management Association Inc., (trading as NRM North), was formed in 2007. Its partners include eight member councils: Break O’Day, Dorset, Flinders Island, George Town, Launceston, Meander Valley, Northern Midlands, and West Tamar, alongside NRM North. The program operates through a voluntary partnership formalised by a regional waste agreement. The role of Circular North 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 Resource Recovery and Circular Economy Grants 2025?

AIM: *To support northern Tasmania to increase resource recovery and support the transition to a circular economy by decreasing waste generation*

Circular North’s Resource Recovery and Circular Economy Grants allocate grants to successful applicants in northern Tasmania. Successful applications work towards decreasing the amount of waste sent to landfill through innovative core activities, by 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.

A total of \$50,000 is available through the Resource Recovery and Circular Economy Grants 2025, which will be distributed between successful applicants.

3 Who can apply?

3.1 Eligible organisations

The following organisations can apply for funding under the Resource Recovery and Circular Economy Grants 2025:

- i. **Not-for-profit community organisations**
 - An organisation that does not operate for the profit or gain of their members, including schools, charities and deductible gift recipients.
- ii. **Other organisations**
 - Sole traders, small, medium and large businesses, local governments and local government organisations, 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 their operations, by implementing circular economy initiatives or community activities in the northern Tasmanian community.

4 What funding is available?

4.1 Funding amount

A total of \$50,000 is available, which is split between schools, not-for-profit and other organisations.

Eligible organisations can apply for a grant of up to \$10,000 (ex-GST) for eligible project costs associated with improving resource recovery, waste minimisation or circular economy initiatives.

The maximum grant amount for an individual project application is \$10,000, however, larger projects may be eligible for a higher amount in the event the grants program is undersubscribed.

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. Projects demonstrating a higher proportion of in-kind funding will be highly regarded.
- c. Up to 100% of eligible project costs may be awarded to not-for-profit organisations applying for funding.
- d. Circular North reserves the right to reduce the amount of funding provided to each applicant or to accept the whole or part of any project in order to provide funding to more applicants.
- e. Successful candidates will enter into an Agreement with the host of Circular North, Northern Tasmanian Natural Resource Management Association Inc. (trading as NRM North).
- f. 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. Not-for-profit community organisations and schools.

The following can be funded by the Resource Recovery and Circular Economy Grants 2024-25:

- a. Procurement of '[recycling hubs](#)': it should be noted that agreements with Circular North regarding monitoring and collection of recycled materials may be entered into with prospective grant recipients.
- b. Projects involving litter management, awareness and prevention.
- c. Programs that raise community awareness of recycling and waste management in migrant and international student communities and/or the broader community.
- d. Projects that value-add or up-cycle materials otherwise destined for landfill, e.g. hand dryers to replace paper towel or water refill stations to replace single use water bottles.
- e. Infrastructure to promote waste separation including: recycling and organics bin systems or worm farms.

ii. All eligible organisations

The following can be funded by the Resource Recovery and Circular Economy Grants 2024-25:

- a. Procurement of '[recycling hubs](#)', it should be noted that agreements with Circular North regarding monitoring and collection of recycled materials may be entered into with the prospective grant recipient.
- b. 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 applying organisation's usual business operations)
- c. Projects involving litter management, awareness and prevention e.g. waste separation or reduction infrastructure.
- d. Circular economy projects or infrastructure that value-add or up-cycle materials otherwise destined for landfill.
- e. Programs that raise community awareness of recycling and waste management in migrant and international student communities and/or in the broader community.

6 Ineligible project activities and costs

The following costs and activities will not be funded:

- a. Projects with a heavy bias on research and development or software applications.
- b. Infrastructure not directly related to the project e.g. sheds, cement slabs, bunds.
- c. Compliance requirements and business as usual operations including standard infrastructure upgrades at council transfer stations.
- d. 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.
- e. Projects relating to hazardous waste (with the exception of projects that are educational such as sharps or asbestos disposal awareness programs).
- f. Project management costs or staff salaries.
- g. Costs of equipment not dedicated to the project purpose (e.g. vehicles).
- h. Security or surveillance equipment.
- i. Contingency costs.
- j. Projects that commenced prior to notification of successful applicants, or 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 are an ineligible contribution towards the total eligible project costs, except if the applicant is a not-for-profit community groups or school (refer Section 8).

7 What are the funding criteria?

7.1 *General eligibility criteria*

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. Quotes may consist of online evidence of price of purchase. (Prior approval must be sought from Circular North 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 Circular North, to demonstrate financial viability.
- g. Projects must be completed within 12 months of signing the funding agreement.
- h. 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 or product.
- i. A funding contribution of at least 50% of the total project costs must be provided by the applicant (NFP community organisations and schools exempt)

7.2 *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 (up to 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.

7.3 *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 Circular North.
- b. where requested by Circular North, 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 and at a mutually agreed upon time).
- c. to acknowledge the support of Circular North in all project communications. Circular North must be notified about any public communication made by the applicant about the funded project.
- d. where applicable, on items for which the grant has assisted funding (e.g. brochures or infrastructure), apply the Circular North logo and funding acknowledgement as per the [Circular North Communications guidelines and protocols for external proponents](#).

- e. to be contacted by Circular North and/or the NRM North Communications Team for the purpose of progress updates, photography, videography to be used for promotional purposes.
- f. for information/images/videos supplied to Circular North and/or the NRM North Communications Team to be published.

Additionally, commercial applicants must agree:

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

7.4 Additional eligibility requirements for previous grant recipients

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

- a. indicate they have previously received a grant from Circular North or the Northern Tasmanian Waste Management Program/Group 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.

7.5 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 are 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 Circular North for commercial applicants only).

8 In-kind costs: 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. This could include staff hours required to deliver the project or pro-bono hours contributed by a community member who would normally charge for their professional time and skills. The project related hours can be represented as a contribution based on an hourly wage rate forming part of the applicant's total expenditure in the “in-kind” section of the project budget. Volunteer hours are, by definition, provided as a personal contribution by people who would not normally charge for their time and skills and are not counted as in-kind support.

Please indicate an 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, Circular North will only provide funding for eligible items which incur a financial, cash expense. For example, Circular North would provide funding for the purchase of new bins, but not for staff time spent delivering 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 i.e. staff time, pro-bono hours for professional services etc. – as indicated by Fair Work www.fairwork.gov.au
- b. Volunteer time cannot be counted as in-kind support.
- c. Existing salary costs cannot be counted as in-kind support.
- d. A statement of staff or pro-bono hours related to project delivery must be provided in the project report, certified as true and accurate by the organisation's chief financial officer (or equivalent).
- 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 Circular North, and funding recommendations will be endorsed by the Circular North 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 Circular North 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 northern Tasmanian community.
3. Commitment – the applicant's commitment to improving waste management, recycling and transitioning to a circular economy.
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 organisations (see Sections 6 and 8).

- **A total funding pool of \$50,000 is available to all applicants.**
- **The maximum grant amount available for any one application is \$10,000, however, larger projects may be eligible for a higher amount in the event the grants program is undersubscribed.**
- Funding will be provided to successful applicants in two payments. Successful grant applicants will receive an upfront payment of 50% of the approved grant amount once relevant paperwork is signed and returned. Final payment to the applicant will be made once all expenditure has been incurred and evidence of expenditure provided to Circular North in the form of a correctly rendered tax invoice.
- **Successful projects MUST be completed within 12 months of signing the funding agreement.**

11 Application resources

Applicants should review the below resources prior to applying:

1. Background information about [Circular North on the NRM North website](http://www.nrmnorth.org.au) – available at www.nrmnorth.org.au
2. The [Tasmanian Waste and Resource Management Strategy 2023-2026](https://wrr.tas.gov.au/) – available at <https://wrr.tas.gov.au/>
3. The Fair Work website for information on award rates – available at <https://www.fairwork.gov.au/>

12 Closing date

Applications close at 5pm, Friday 14 March 2025

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 grants will fund.
STEP 3	Read the <i>grant application conditions in accordance with application guidelines</i> in the application form to ensure they are met.
STEP 4	<i>Complete the application form available at www.circularnorth.org.au</i>
STEP 5	Attach the following documents where applicable: <ol style="list-style-type: none"> 1. Supporting documents that respond to the required information. 2. Two current quotes. (Prior approval must be sought from Circular North if the applicant is unable to provide two valid quotes).
STEP 6	Email the application form and additional documents to circularnorth@nrmnorth.org.au You will also receive an acknowledgment email on successful submission of your application.
OPTION	<i>Alternative application submission</i> If you are unable to submit your application electronically, contact Circular North to arrange an alternative method for submission. Alternative arrangements must be made at least five business days prior to the application closing date.

14 More information and contact details

For more information, please contact Circular North by phone or email.

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