NORTHERN TASMANIAN
Waste Management

Break O'Day Council
FLINDERS COUNCIL
NRM North
George Town Council 1804
Meander Valley Council
dorset COUNCIL
City of LAUNCESTON
NORTHERN MIDLANDS COUNCIL
West Tamar Council

Rethink Waste
TASMANIA

2023-2024 Resource Recovery and Circular Economy Grants

How to Apply

SUPPORTED BY

Tasmanian Government

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W: www.rethinkwaste.com.au

How to apply

Before you begin, ensure you have read and understood the NTWMP Application Guidelines for the 2023-2024 Resource Recovery and Circular Economy Grants. Also, you will need to ensure you have permission from company directors or management to apply – an authorised representative from your company will need to complete the online declaration before your application can be submitted.

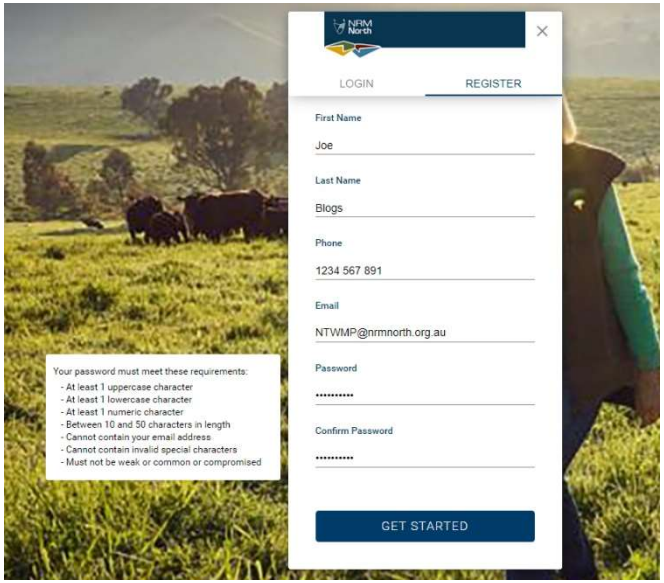
Step 1 – create an account.

a) Follow the 'Apply now' button to register a new account on the NRM North Client Portal. Enter your name, contact details, and create a password. Then click "GET STARTED". Follow the prompts to enter your email and password to login.

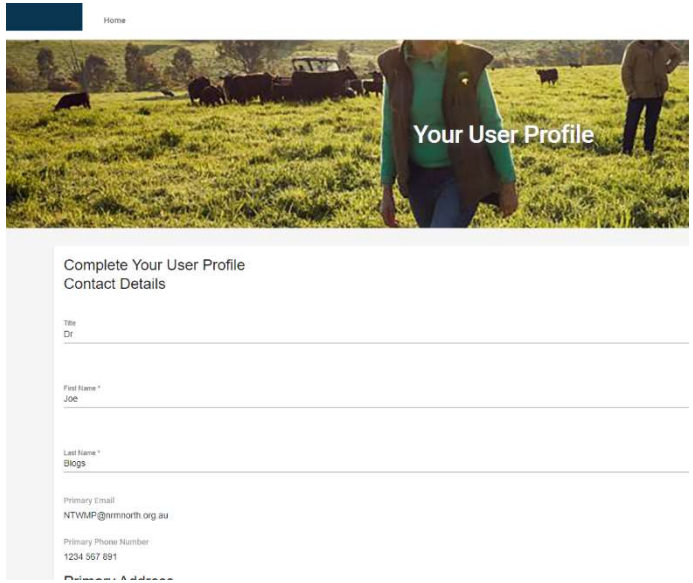
b) Complete your User Profile Contact Details.

c) Register a business account. Ensure you have your current ABN and business contact details handy. Your ABN will be automatically validated before you can proceed.

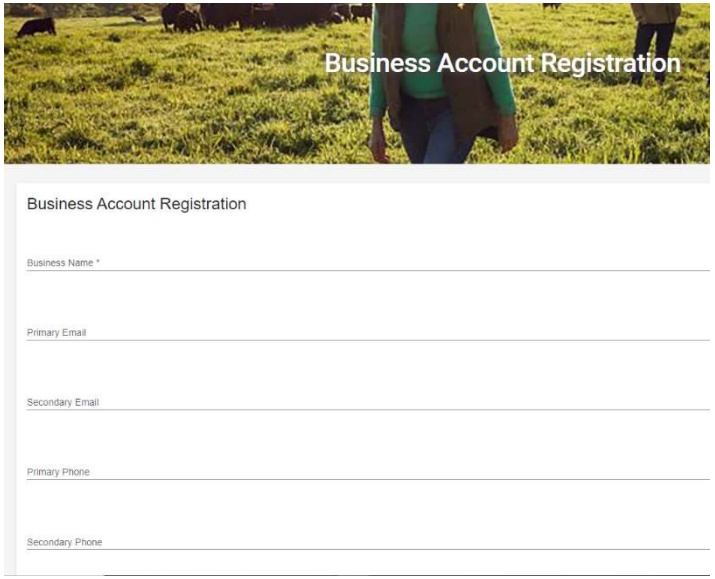
a)



b)



c)

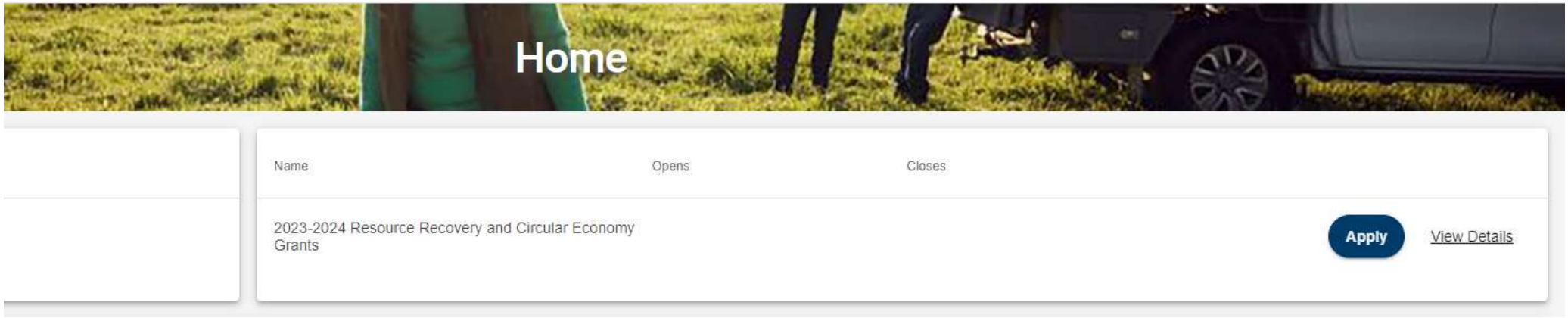


Step 2 – Complete your application.

Please note, you can save your application and return to adjust or refine it as many times as you like until the due date. However, you are unable to adjust or change your application once it has been submitted. DON'T FORFGET TO USE THE SAVE BUTTON.

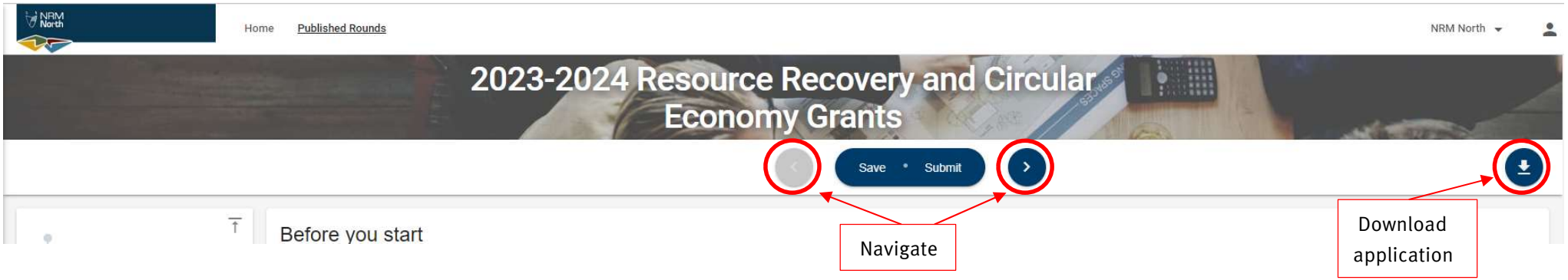
Getting started

Click 'Apply' to begin your application or 'View Details' to read more information, then click 'Apply'.



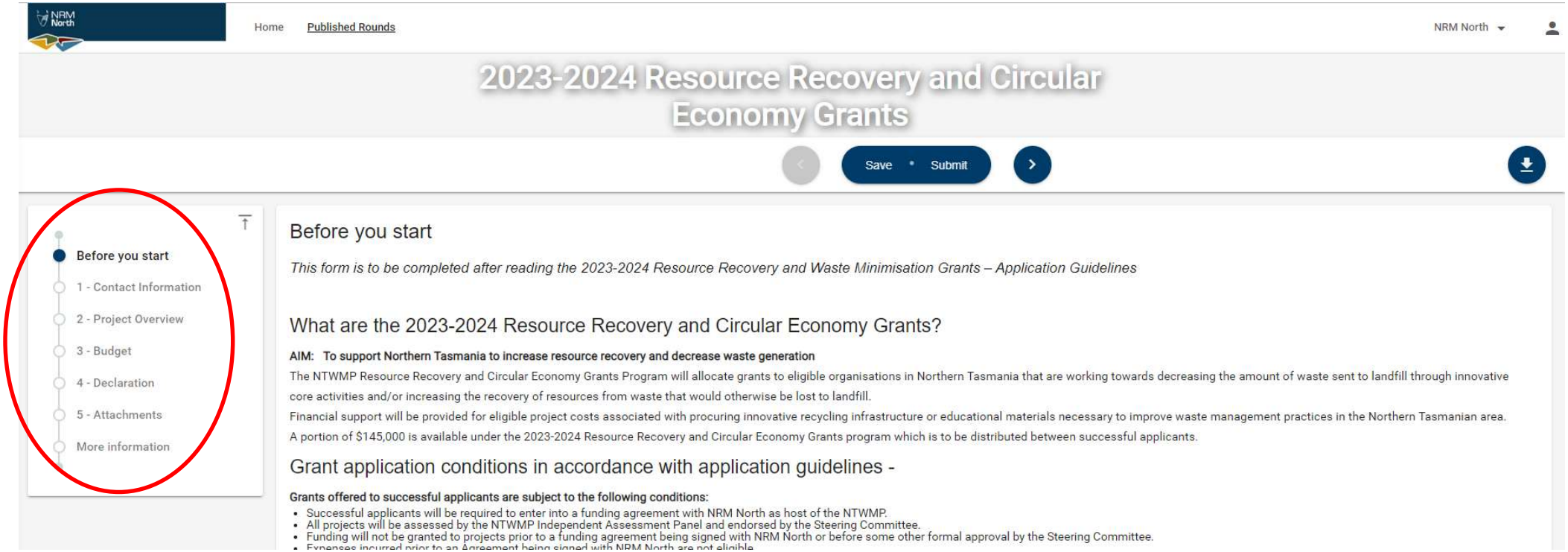
Navigating the application form

You can navigate to each section of the application form using the arrows either side of the 'Save' and 'Submit' buttons. You may save your progress at any time; however, you will be unable to submit your application if all fields and questions have not been answered. The download button will generate a current pdf version of your application for you to download.



Before you start page

Make sure you have read the conditions on this page regarding grants offered to successful applicants, then click the next page arrow. Note, you can also navigate through the application by clicking on each section on the panel located on the left-hand side of the screen.



Contact Information & Project Overview pages

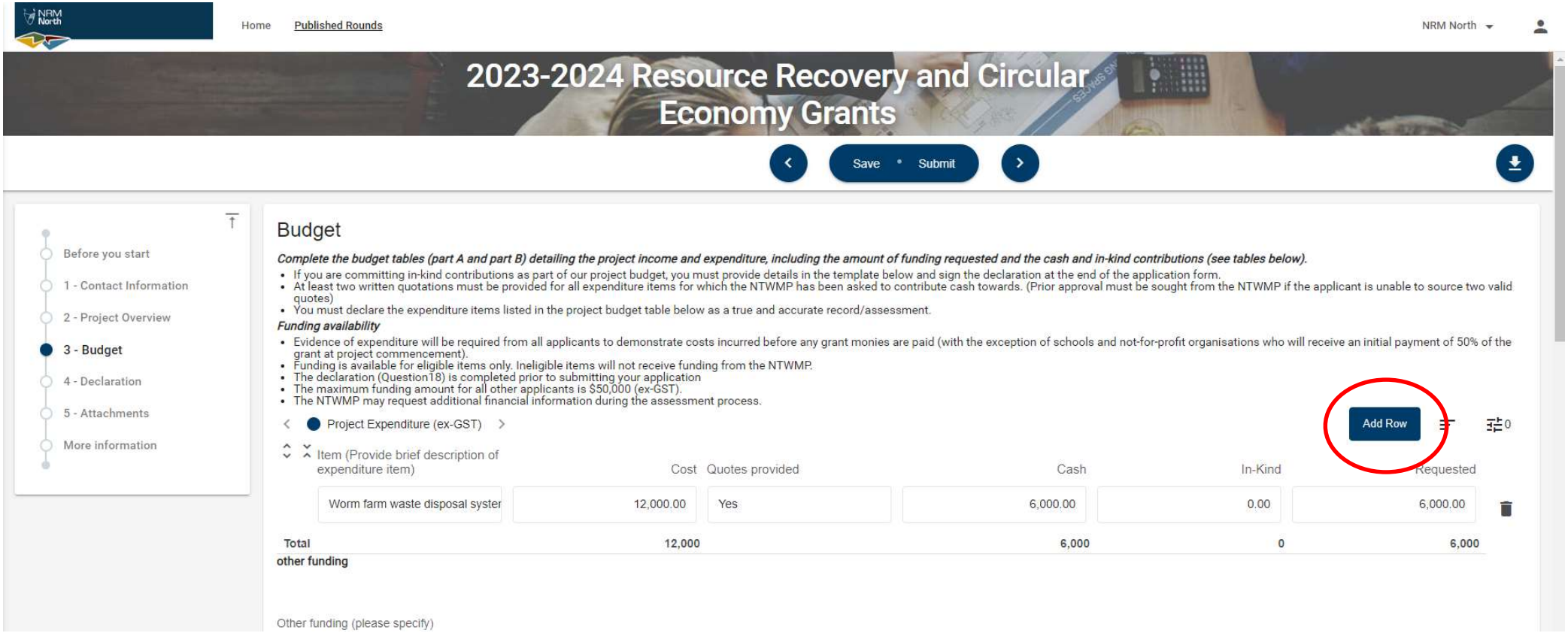
Complete all fields on the 'Contact Information' and 'Project Overview' pages. You will need to identify the Authorised Person (the person authorised by the applying organisation), and any other secondary program contacts.

Budget page

Click the 'Add Row' button to enter details for each of your line items. Note, all amounts you enter should be exclusive of GST. If there is no value, enter a zero (0) into the field.

There are six (6) fields to complete for each line item in your budget. The first three fields for each line-item describe the item, total cost for the line-item, and if you have a written quote or not. All purchases or external services should be accompanied by a written quote, and dollar figures should be **exclusive of GST**.

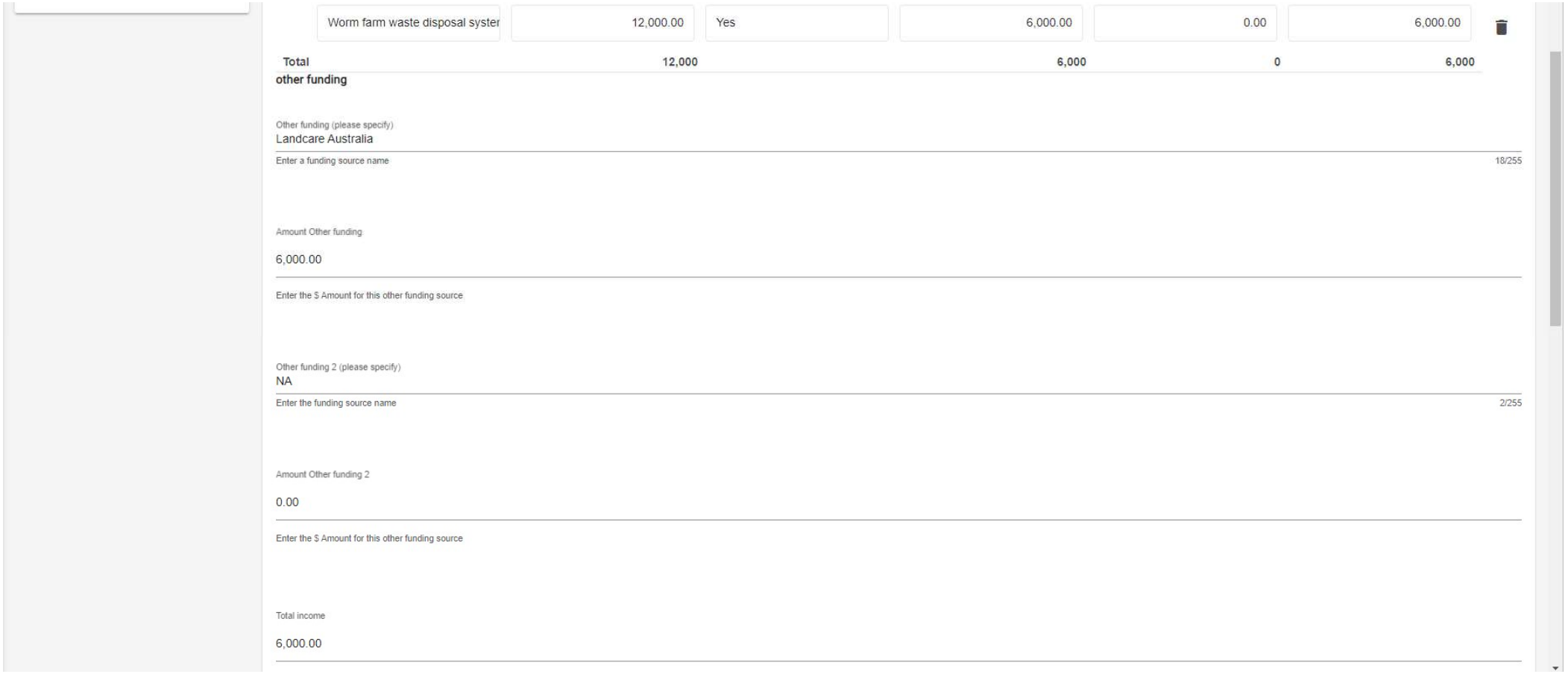
The next three fields break down contributions to the total cost of the line item: Cash your company is contributing; In-Kind contributions (see page 11 of the 2023-24 Application Guidelines); and the funds you are requesting from the NTWMP.



Budget page continued (other funding).

Once you are satisfied your project budget is completed, enter the details for the 'other funding' section directly below. You can enter up to two other funding sources for your project. If you have one, or no other funding sources, enter NA in the 'Other funding', and zero (0) in the 'Amount' field.

a) Enter a funding source name and value for the cash contributions you have identified. This may include the direct cash contributions from your company other funding bodies.
b) Complete the budget section, by entering the total amount of funding (cash) other than the amount you are requesting from the NTWMP.



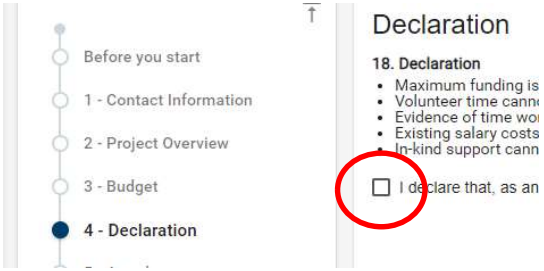
Budget page continued (other funding).

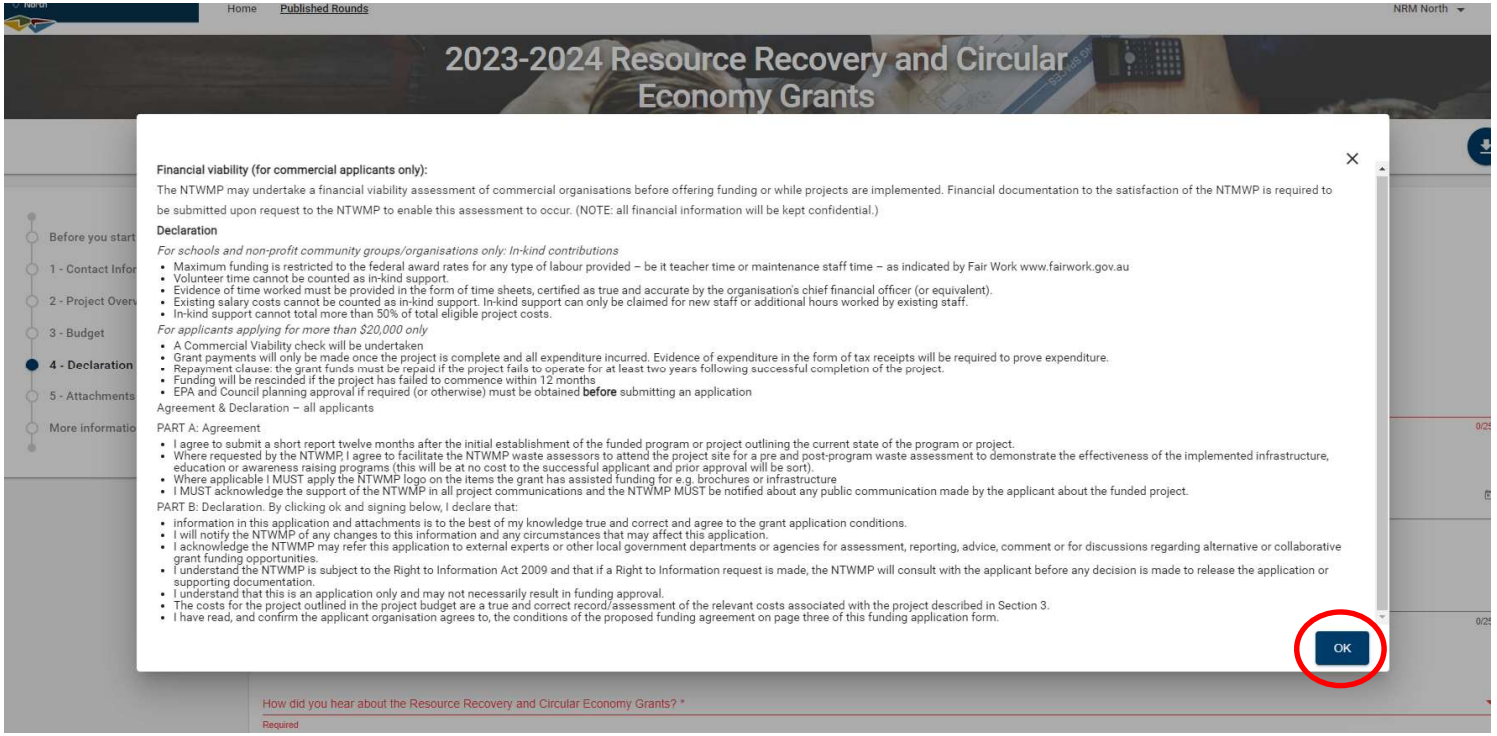
Complete the Insurance, Infringement notices, and Conflict of Interest sections before proceeding to the next section.

Step 3 - Declaration, uploading attachments and submission.

Declaration page

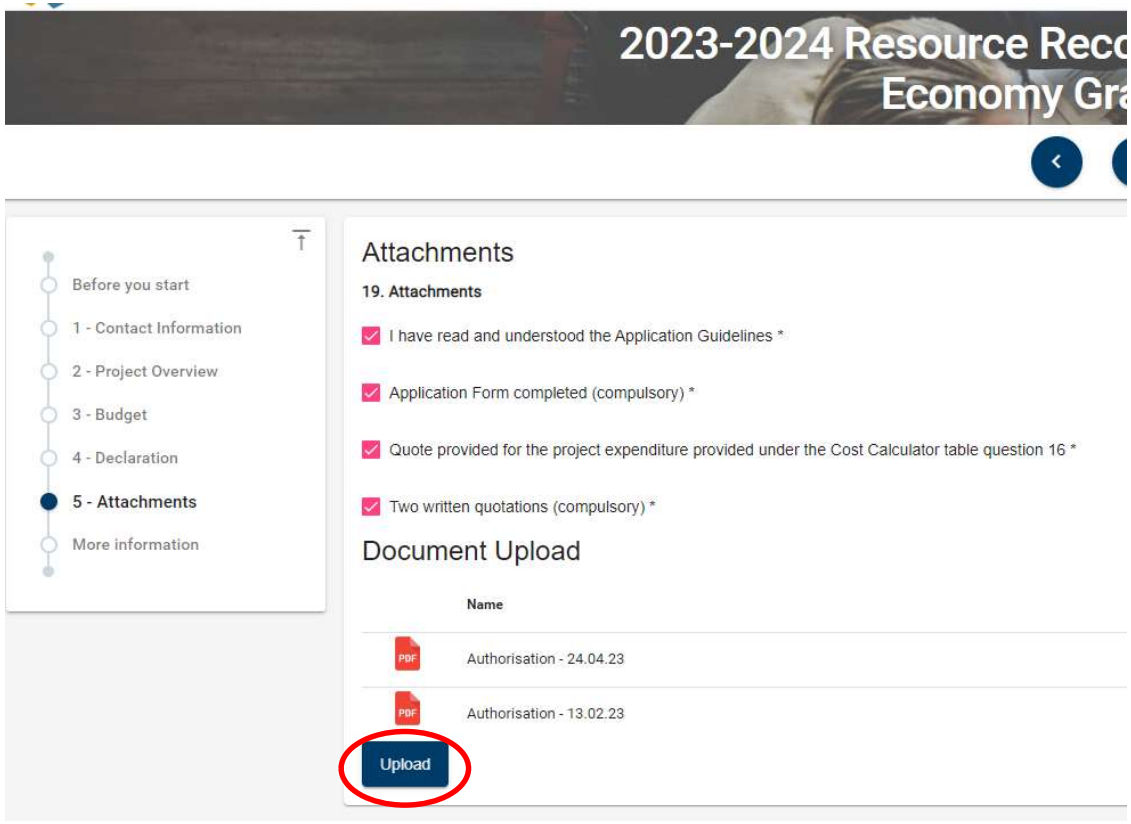
The authorised person from your organisation should complete this section. When you check the declaration box, a popup box will appear. Ensure you have read and agree with the conditions outlined. Click 'OK' to proceed, then enter details for the authorised person.





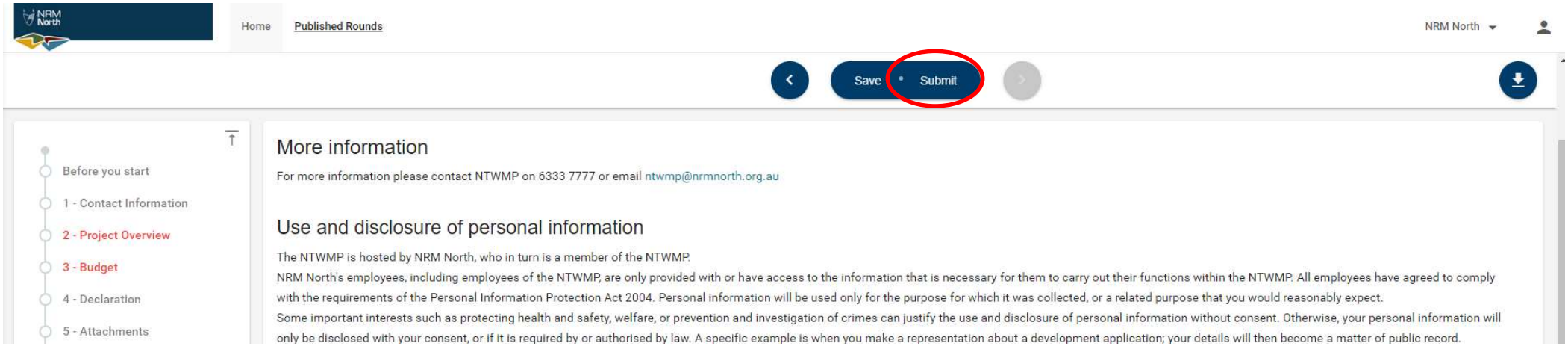
Attachments page

Upload all your relevant quotes, approvals and supporting documents by clicking the 'Upload' button and navigating to the document you wish to upload. You can only upload one document at a time, so you will need to repeat the process for each document you wish to upload. Once your supporting evidence has been uploaded, completed the checklist.

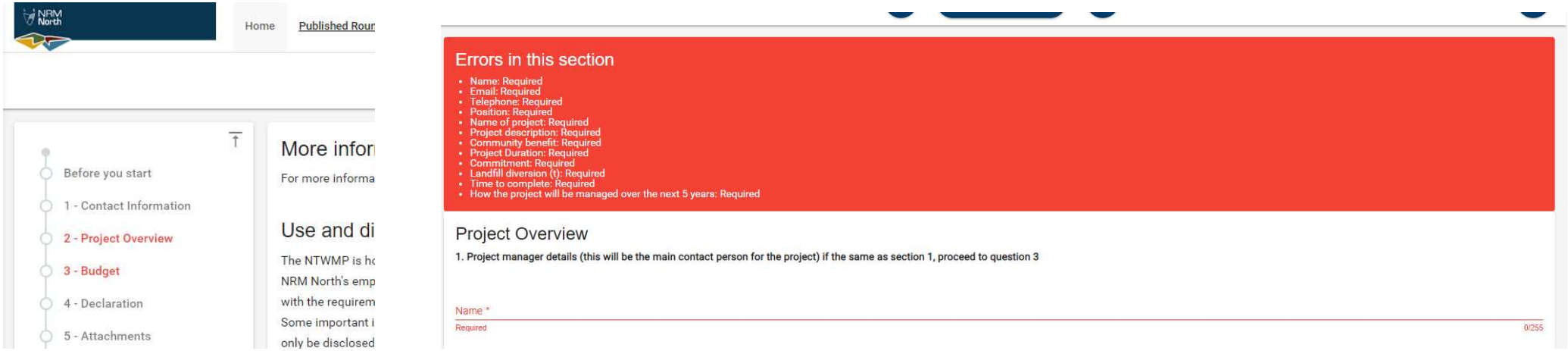


Attachments page

Once you are satisfied you have completed all sections and components of your application, click ‘submit’.

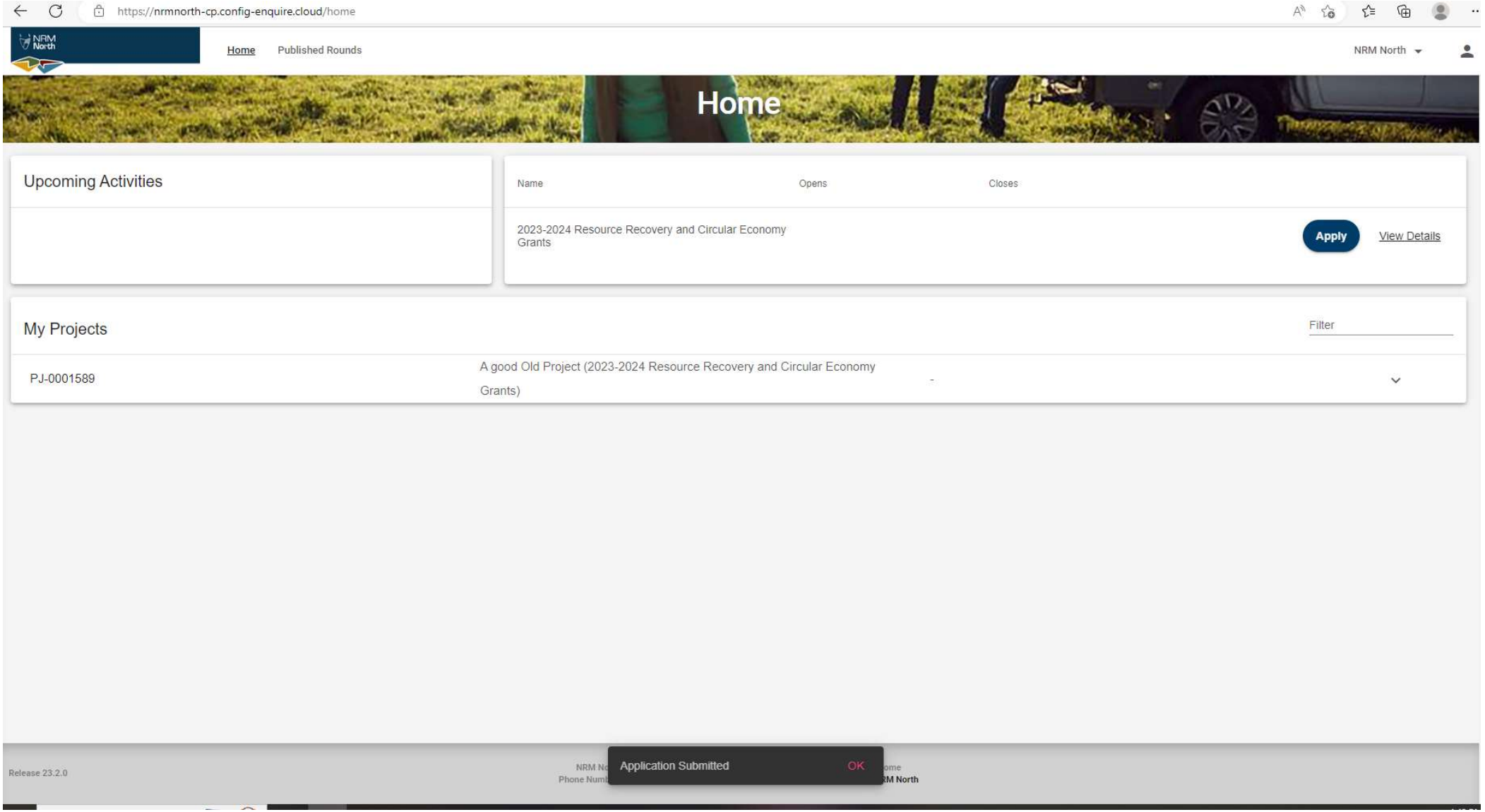


If you do not receive confirmation your application has been submitted, uncompleted sections will be highlighted in red on the navigation panel on the left of the screen. Errors will be identified in a red band at the top of each page that has been identified as having errors, ensure you have addressed these before trying again.



Successfully submitted application.

After you application is successfully submitted, you will be rediverted back to the ‘Home’ page with a notification at the bottom of the screen. Click ok.



More Information

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