



NORTHERN TASMANIAN Waste Management



Rethink Waste TASMANIA

2023-2024 Resource Recovery and
Circular Economy Grants

How to Apply

SUPPORTED BY



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The Northern Tasmanian Waste Management Program is Supported by the Tasmanian Government

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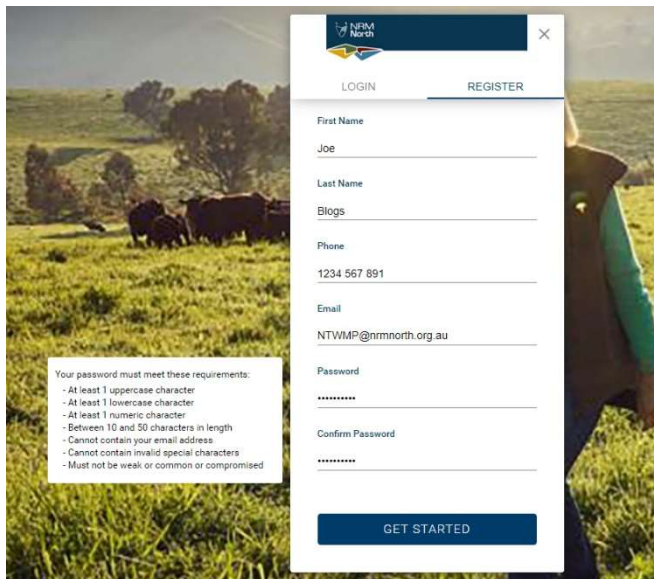
How to apply

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)

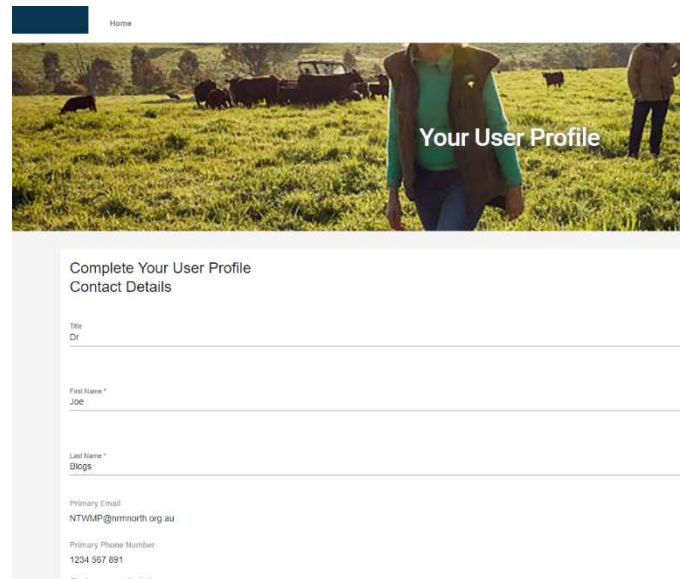


The screenshot shows a registration form for NRM North. The form has a header with the NRM North logo and a close button. Below the header are two tabs: 'LOGIN' and 'REGISTER'. The 'REGISTER' tab is active. The form fields are: First Name (Joe), Last Name, Blogs, Phone (1234 567 891), Email (NTWMP@nrmnorth.org.au), Password, and Confirm Password. A 'GET STARTED' button is at the bottom. A password requirements box is visible in the bottom left corner.

Your password must meet these requirements:

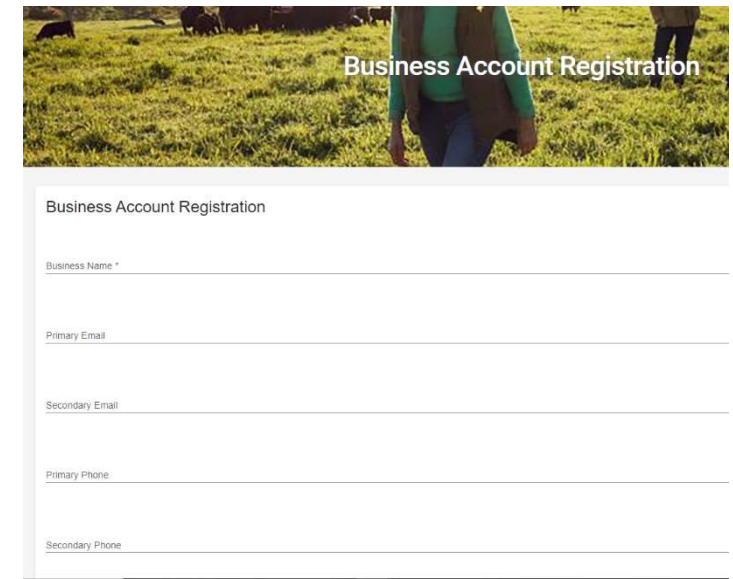
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 numeric character
- Between 10 and 50 characters in length
- Cannot contain your email address
- Cannot contain invalid special characters
- Must not be weak or common or compromised

b)



The screenshot shows the 'Your User Profile' page. The page has a header with a 'Home' link. Below the header is a large image of a person in a field with the text 'Your User Profile'. Below the image is a form titled 'Complete Your User Profile Contact Details'. The form fields are: Title (Dr), First Name (JOE), Last Name (BLOGS), Primary Email (NTWMP@nrmnorth.org.au), and Primary Phone Number (1234 567 891). There is a 'Business Address' field at the bottom.

c)



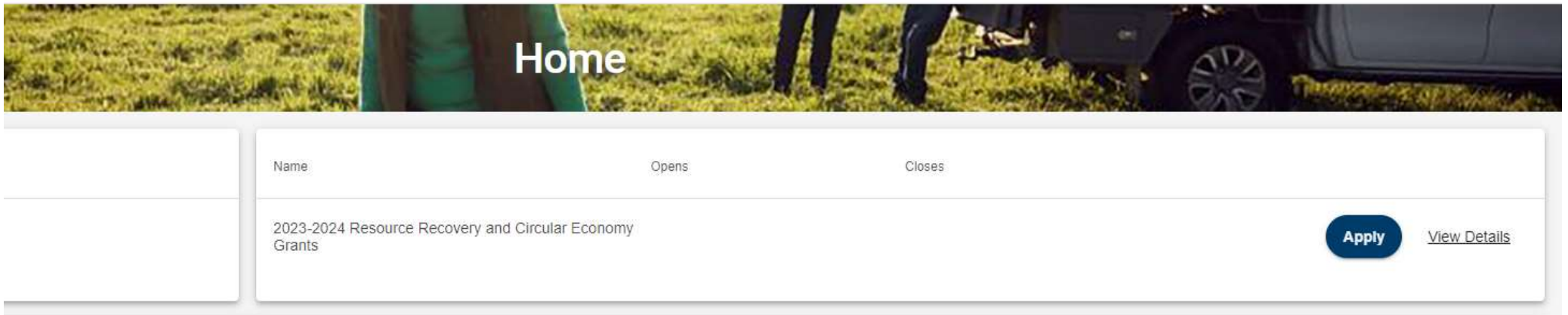
The screenshot shows the 'Business Account Registration' page. The page has a header with a large image of a person in a field and the text 'Business Account Registration'. Below the header is a form titled 'Business Account Registration'. The form fields are: Business Name, Primary Email, Secondary Email, Primary Phone, and Secondary Phone.

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 FORGET TO USE THE SAVE BUTTON.

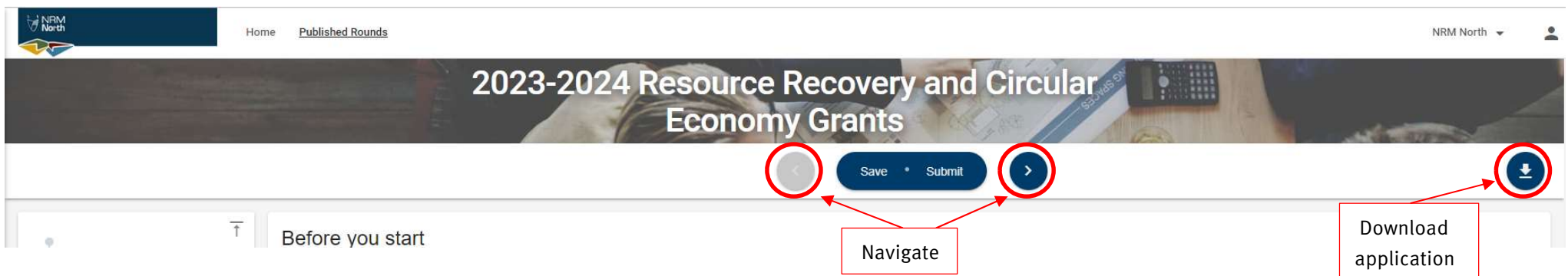
Getting started

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.

NRM North

Home [Published Rounds](#)

NRM North

2023-2024 Resource Recovery and Circular Economy Grants

Save Submit

- Before you start
- 1 - Contact Information
- 2 - Project Overview
- 3 - Budget
- 4 - Declaration
- 5 - Attachments
- More information

Before you start

This form is to be completed after reading the 2023-2024 Resource Recovery and Waste Minimisation Grants – Application Guidelines

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

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

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

Grant application conditions in accordance with application guidelines -

Grants offered to successful applicants are subject to the following conditions:

- Successful applicants will be required to enter into a funding agreement with NRM North as host of the NTWMP.
- All projects will be assessed by the NTWMP Independent Assessment Panel and endorsed by the Steering Committee.
- Funding will not be granted to projects prior to a funding agreement being signed with NRM North or before some other formal approval by the Steering Committee.
- Expenses incurred prior to an Agreement being signed with NRM North are not eligible.

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.

The screenshot displays the application form interface. At the top, the title "2023-2024 Resource Recovery and Circular Economy Grants" is centered. Below the title, there are navigation buttons: a left arrow, a "Save" button, a "Submit" button, and a right arrow. On the far right, there is a download icon. On the left side, a vertical navigation menu lists the following steps: "Before you start", "1 - Contact Information" (highlighted with a red circle), "2 - Project Overview", "3 - Budget", "4 - Declaration", "5 - Attachments", and "More information". The main content area is titled "Contact Information" and contains the following fields:

- Organisation Name:** NRM North
- Primary Email:** NTWMP@nrmnorth.org.au
- Primary Phone:** 03 633 7777

Below these fields, there are sections for "Primary Address" and "Postal Address", both with an "Address" label. At the bottom, there is a label for "Authorised Person - Primary Contact (this is the person who is authorised by the applying organisation to make the application)".

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.

The screenshot shows the application interface for the 2023-2024 Resource Recovery and Circular Economy Grants. The page title is "2023-2024 Resource Recovery and Circular Economy Grants". The navigation menu includes "Home" and "Published Rounds". The user is logged in as "NRM North".

The "Budget" section is active, showing instructions and a table of expenditure items. The instructions state: "Complete the budget tables (part A and part B) detailing the project income and expenditure, including the amount of funding requested and the cash and in-kind contributions (see tables below)." and list several requirements for in-kind contributions and funding availability.

The table below shows the current budget items:


Item (Provide brief description of expenditure item)	Cost	Quotes provided	Cash	In-Kind	Requested
Worm farm waste disposal system	12,000.00	Yes	6,000.00	0.00	6,000.00
Total	12,000		6,000	0	6,000
other funding					

The "Add Row" button is circled in red, indicating where to click to add a new line item. Below the table, there is a field for "Other funding (please specify)".

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.

Worm farm waste disposal system	12,000.00	Yes	6,000.00	0.00	6,000.00	
Total other funding	12,000		6,000	0	6,000	
Other funding (please specify)						
Landcare Australia						
Enter a funding source name 18/255						
Amount Other funding						
6,000.00						
Enter the \$ Amount for this other funding source						
Other funding 2 (please specify)						
NA						
Enter the funding source name 2/255						
Amount Other funding 2						
0.00						
Enter the \$ Amount for this other funding source						
Total income						
6,000.00						

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.

The screenshot displays the application portal interface. On the left, a navigation menu shows the progress: 'Before you start', '1 - Contact Information', '2 - Project Overview', '3 - Budget', and '4 - Declaration' (highlighted). The main content area is titled 'Declaration' and contains the following text:

18. Declaration

- Maximum funding is
- Volunteer time cann
- Evidence of time wor
- Existing salary costs
- In-kind support cann

I declare that, as an

A modal popup window is open over the declaration text, titled '2023-2024 Resource Recovery and Circular Economy Grants'. The popup contains the following text:

Financial viability (for commercial applicants only):
The NTWMP may undertake a financial viability assessment of commercial organisations before offering funding or while projects are implemented. Financial documentation to the satisfaction of the NTWMP is required to be submitted upon request to the NTWMP to enable this assessment to occur. (NOTE: all financial information will be kept confidential.)

Declaration

For schools and non-profit community groups/organisations only: In-kind contributions

- 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
- Volunteer time cannot be counted as in-kind support.
- 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).
- 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.
- In-kind support cannot total more than 50% of total eligible project costs.

For applicants applying for more than \$20,000 only

- A Commercial Viability check will be undertaken
- 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.
- 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.
- Funding will be rescinded if the project has failed to commence within 12 months
- EPA and Council planning approval if required (or otherwise) must be obtained **before** submitting an application

Agreement & Declaration – all applicants

PART A: Agreement

- I agree to submit a short report twelve months after the initial establishment of the funded program or project outlining the current state of the program or project.
- Where requested by the NTWMP, I agree to facilitate the NTWMP 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 prior approval will be sought).
- Where applicable I **MUST** apply the NTWMP logo on the items the grant has assisted funding for e.g. brochures or infrastructure
- I **MUST** 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.

PART B: Declaration. By clicking ok and signing below, I declare that:

- information in this application and attachments is to the best of my knowledge true and correct and agree to the grant application conditions.
- I will notify the NTWMP of any changes to this information and any circumstances that may affect this application.
- I acknowledge the NTWMP may refer this application to external experts or other local government departments or agencies for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.
- I understand the NTWMP is subject to the Right to Information Act 2009 and that if a Right to Information request is made, the NTWMP will consult with the applicant before any decision is made to release the application or supporting documentation.
- I understand that this is an application only and may not necessarily result in funding approval.
- The costs for the project outlined in the project budget are a true and correct record/assessment of the relevant costs associated with the project described in Section 3.
- I have read, and confirm the applicant organisation agrees to, the conditions of the proposed funding agreement on page three of this funding application form.

At the bottom right of the popup, there is a blue button labeled 'OK' circled in red. Below the popup, a red asterisk indicates a required field: 'How did you hear about the Resource Recovery and Circular Economy Grants? *

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.



2023-2024 Resource Recovery and Circular Economy Grants

Attachments

19. Attachments

- I have read and understood the Application Guidelines *
- Application Form completed (compulsory) *
- Quote provided for the project expenditure provided under the Cost Calculator table question 16 *
- Two written quotations (compulsory) *

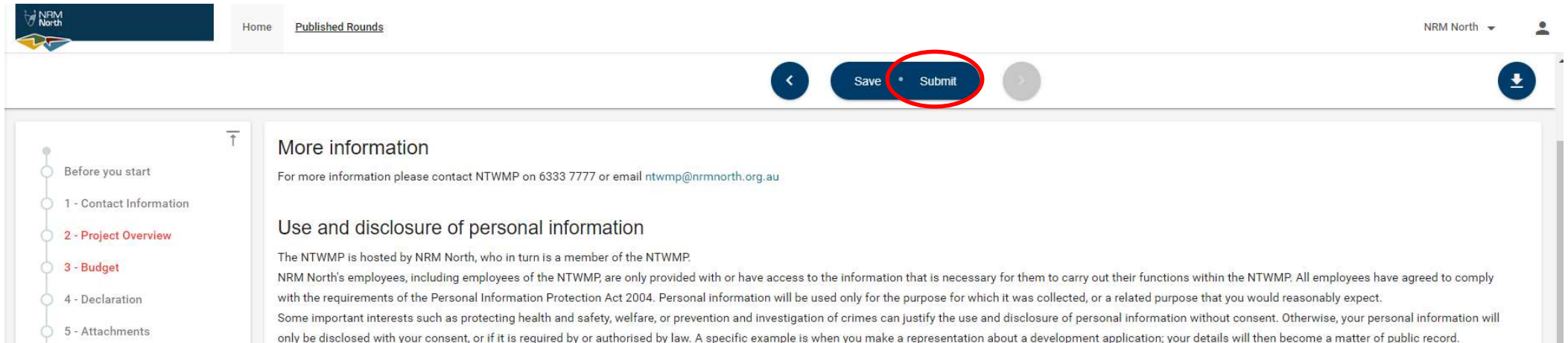
Document Upload

Name
 Authorisation - 24.04.23
 Authorisation - 13.02.23

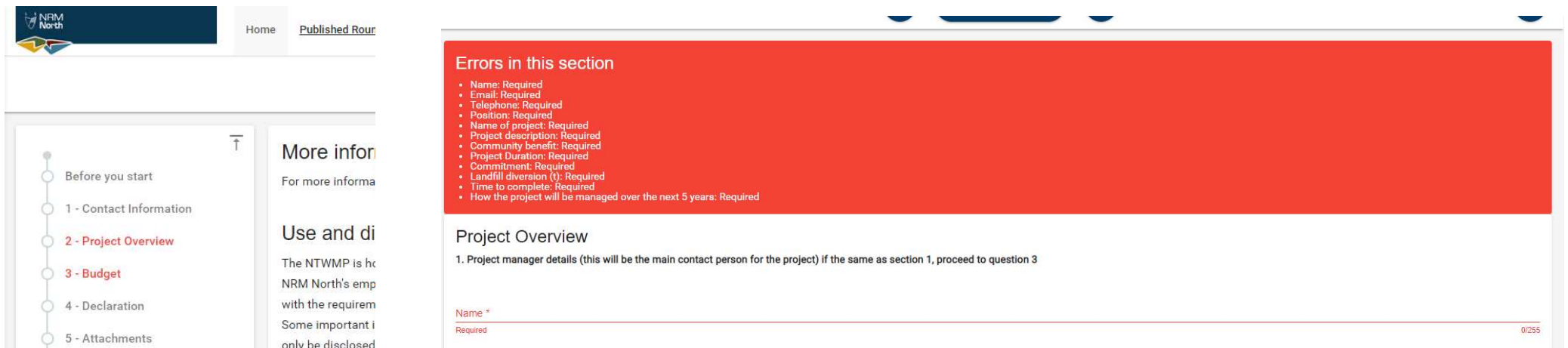
Upload

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 your application is successfully submitted, you will be redirected back to the 'Home' page with a notification at the bottom of the screen. Click ok.

The screenshot shows the NRM North website interface. At the top, there is a navigation bar with the NRM North logo, a 'Home' link, and a 'Published Rounds' link. The main content area features a large banner image with the word 'Home' overlaid. Below the banner, there are two main sections: 'Upcoming Activities' and 'My Projects'. The 'Upcoming Activities' section contains a table with one entry: '2023-2024 Resource Recovery and Circular Economy Grants', which includes an 'Apply' button and a 'View Details' link. The 'My Projects' section contains a table with one entry: 'PJ-0001589' with the description 'A good Old Project (2023-2024 Resource Recovery and Circular Economy Grants)'. At the bottom of the page, a dark notification box displays the message 'Application Submitted' with an 'OK' button. The footer includes the text 'Release 23.2.0' and 'NRM North'.

https://nrmnorth-cp.config-enquire.cloud/home

NRM North

Home Published Rounds

NRM North

Home

Upcoming Activities

Name	Opens	Closes	
2023-2024 Resource Recovery and Circular Economy Grants			Apply View Details

My Projects

			Filter
PJ-0001589	A good Old Project (2023-2024 Resource Recovery and Circular Economy Grants)		▼

Release 23.2.0

NRM North

Application Submitted [OK](#)

NRM North

More Information

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