

RECYCLING INDUSTRY
**Transition
Support**
GRANTS



GUIDELINES & APPLICATION FORM APRIL 2018

1 Funding Overview

The \$1 million Recycling Industry Transition Support Grants Program is a response by the Victorian Government to recent changes to traditional markets for Victoria's recycling material.

China's implementation of the 'Blue Sky' (formerly the 'National Sword') policy has imposed increasingly stringent requirements for contaminated waste imports and quotas for imported waste volumes.

These changes have had a dramatic and immediate impact on Victorian kerbside commingled recyclable collections leading to acute challenges for councils and local resource recovery industry.

The objective of the the grants is to support Victoria's resource recovery sector to rapidly improve its capability and capacity to recover and reprocess plastics, paper and cardboard (PPC) waste to a commercial grade, enabling supply to more local and international markets.

The grants are valued from \$50,000 to \$500,000 to support investment in new and/or expanded plants, equipment and processes that improve the quality of reprocessing produce PPC product fit for reuse ("commercial grade"), and/or increase the volumes of PPC materials that can be managed and reprocessed.

Specifically, the grants support:

- › infrastructure, equipment and process upgrades at material recovery facilities (MRFs) to support greater sorting and decontamination of PPC waste
- › infrastructure and equipment upgrades to reprocess PPC waste (e.g. shred, wash, granulate, flake, pelletise) to a commercial grade to supply domestic manufacturers and export markets
- › storage and consolidation infrastructure (e.g. sheds, temporary cover) to allow for the short-term and safe storage of recovered PPC waste, that:
 - stores PPC waste materials for no more than 12 months; and
 - has a demonstrated path to reprocessing into commercial grade product.

Recovery and reprocessing operators are encouraged to apply, including those wholly or part-owned by local government authorities, not-for-profits and social enterprises.

The grants are a merit-based application process. Approved projects must be completed within 12 months of contract signing.

Applications will be accepted from Monday 9 April 2018 until Tuesday 8 May 2018 for the first round of assessments.

Applications will be assessed on a month-to-month basis, and accepted until 6pm on the 8th of each month.

For example, to be eligible for assessment in May 2018, you must submit by **6pm, 8 May 2018**.

The due dates for applications are:

- › 8 May 2018
- › 8 June 2018
- › 8 July 2018
- › 8 August 2018
- › 8 September 2018

Applications will be considered on a competitive basis for the month in which they are submitted.

We encourage project proponents to apply at the soonest possible time. The grants will operate on a rolling basis until available funding has been exhausted.

The format of the grants application form has been designed to support a quick submission and assessment process.

The first submission due date is **6pm on Tuesday 8 May 2018**.

2 Why is the Victorian Government providing this funding?

The Victorian Government is committed to a viable, resilient resource recovery system that minimises the environmental impact of Victoria's waste and maximises the economic contribution to industry.

The global market for PPC waste has radically shifted in the first quarter of 2018. China's imposition of more stringent contamination standards and import quotas for PPC has significantly impacted on export demand for Victoria's PPC waste.

Recent restrictions in key export markets have negatively impacted traditional markets for Victoria's recyclables. This has had a flow-on impact on existing MRF operators and some kerbside collection services. While this has predominantly impacted municipal, kerbside sources of PPC recyclable waste, it is also beginning to impact commercial and industrial (C&I) streams.

To enable industry to adapt, ensure ongoing viability of recycling and maintain public confidence in the recycling system, the government is supporting industry to adjust to these new conditions by improving the quality and quantity of local reprocessing. By doing so, Victoria's PPC recyclable waste becomes more valuable to a wider range of markets, thereby improving its long-term viability.

This approach aligns with the Statewide Waste and Resource Recovery Infrastructure Plan (SWRRIP) and supports the Resource Recovery Infrastructure Fund in delivering the objectives of the SWRRIP and the seven regional plans.

3 Funding

The \$1 million grants offer between \$50,000 and \$500,000 to help business with the costs of acquiring reprocessing equipment, implementing new processes, and storage and consolidation infrastructure¹ to increase and improve the recovery of PPC waste materials.

Your organisation must make a minimum co-contribution towards the total project cost of \$1 for every \$1 of grant funding.

In-kind contribution is also accepted as part of an application, as a proportion of the total applicant contribution, as follows:

- › 1-200 FTE (small-medium enterprises): 25 per cent
- › 201+ FTE (large enterprises): 10 per cent

4 Eligibility Criteria: who and what will be funded?

4.1 Who can apply?

- › Businesses and MRFs of all sizes are encouraged to apply. If you have any queries regarding the grants, please: Email: grants.enquiries@sustainability.vic.gov.au and quote 'Recycling Support Grants' in the subject line; Phone: 1300 363 744 and ask to speak to a grants support representative.

Applicants must meet the following criteria to be eligible for a Recycling Support Grant. The applicant must:

- › have a current Australian Business Number (ABN)
- › have been operating in Australia for at least 12 months
- › agree to comply with SV's Terms and Conditions

4.2 What kind of projects will be funded?

Projects must meet the following criteria to be eligible for a grant. A project must:

- › be undertaken in Victoria
- › increase Victoria's capacity and/or capability to recover and/or reprocess PPC waste, comprising:
 - infrastructure, equipment and process upgrades at MRFs to support greater sorting and decontamination of PPC waste
 - infrastructure and equipment upgrades to reprocess PPC waste (e.g. shred, wash, granulate, flake, pelletise) to a commercial grade to supply domestic manufacturers and export markets
 - storage and consolidation infrastructure (e.g. sheds, temporary cover) to allow for the short-term and safe storage of recovered PPC waste, that:
 - a. stores PPC waste materials for no more than 12 months
 - b. has a demonstrated path to reprocessing to commercial grade product
- › be completed within 12 months of signing the funding agreement
- › comply with all relevant regulations.

4.3 What will not be funded?

The following will not be funded:

- › projects that do not meet the eligibility criteria of the fund/ grant program
- › projects not located in Victoria
- › projects that are being undertaken solely to comply with regulation
- › applicants (including applicants with related entities) that have failed to adequately address a breach of the *Occupational Health and Safety Act 2004* or *Environment Protection Act 1970* or that are unable to demonstrate the financial capability to undertake the project
- › requests for retrospective funding, where projects are completed or have commenced prior to signing a funding agreement with SV
- › projects that require funds to purchase land
- › projects that focus on routine or cyclical maintenance works
- › projects that focus on the repair of facilities damaged by vandalism, fire or other natural disasters where the damage should be covered by insurance
- › ongoing operational costs such as, but not limited to, salaries, electricity, water and other utilities
- › organisations that have failed to satisfactorily complete any other previous projects funded by SV without sufficient reason
- › projects that focus on hazardous waste
- › projects that do not demonstrate outcomes which are based on evidence
- › projects where applicants have received funding or support for the same activities from other Victorian Government sources
- › projects that do not clearly demonstrate a need for Government support
- › projects that do not demonstrate good value for money
- › purchasing of vehicles
- › business case development
- › feasibility studies
- › pre-construction activities such as site clearing, earthworks or site accessibility works
- › projects which will not be completed within the program timelines.

¹ Note that storage and consolidation projects must comply with the Management and Storage of Combustible Recyclable and Waste Materials – Guideline (Publication 1667.1, November 2017).

5 Assessment

Applications will be assessed by an assessment panel comprised of representatives from across the Victorian Government's environment portfolio: SV; Department of Environment, Land, Water and Planning (DELWP) and the Environment Protection Authority (EPA). In addition, the assessment will include membership from the Department of Economic Development Jobs Transport and Resources (DEDJTR) and WorkSafe Victoria. This panel will use the Assessment Criteria (see 5.1).

In deciding whether to provide funding, SV will consider, using a risk based approach, applicants' financial, environmental and OH&S performance and compliance.

5.1 Assessment Criteria

Eligible projects will be assessed against the following assessment criteria:

- ▶ The proposal improves Victoria's capability to reprocess PPC waste to a commercial grade (60%). This includes:
 - The quality of reprocessed PPC product; and/or
 - The quantity of PPC product recovered and/or reprocessed.
- ▶ The applicant clearly demonstrates the process (project plan) to deliver the proposed outcomes within 12 months of signing the funding agreement (20%)
- ▶ The applicant has demonstrated the capability (skills) and capacity (resources) to deliver the proposed project, including the ability to evaluate the success of the project (20%).

5.2 Successful applicants

Successful applicants will be required to:

- ▶ deliver the project as outlined in their application
- ▶ monitor and evaluate the project as appropriate
- ▶ participate and contribute to case studies that may be published about the funded projects
- ▶ provide evidence that past or present Occupational Health and Safety (OH&S) or EPA issues have been addressed
- ▶ meet the minimum co-contribution requirement of the fund.

Capital Works Signage Guidelines

This is relevant for all new capital works projects where the Victorian Government's funding contribution is \$250k or greater. The project's capital works signage must adhere to the **Victorian Government Capital Works Signage Guidelines 2015**.

6 Application process

Applicants should review and complete the following steps:

Step 1 – Check if your organisation is eligible to apply (see 4.1)

Step 2 – Check the eligibility of your project (see 4.2).

Step 3 – Read the Terms and Conditions of the funding agreement at www.sustainability.vic.gov.au/recyclingsupportgrants to ensure you can meet them. Acceptance of SV's Terms and Conditions for funding is a requirement of grant funding.

Step 4 - Read and understand the Terms of Participation in Grant Programs at www.sustainability.vic.gov.au/recyclingsupportgrants

Step 5 – Complete the application form within this guidelines document.

- ▶ The application form is an interactive PDF document that allows you to enter text in the relevant fields
- ▶ All sections of the application form must be completed in full and all requested attachments provided
- ▶ The Declaration Form must be printed and signed by a person with delegated authority to apply, and a scanned, signed copy attached to the application.
- ▶ Remember to:
 - Save the application form to your computer before you start entering any information
 - Check that you can add and save your information into the PDF document
 - Save the document frequently to avoid losing any information.

Step 6 – Email your application to SV by 6pm on the **8th** of each month, starting **8 May 2018**.

- ▶ Applications can only be submitted by email unless previously discussed with SV.
- ▶ Email your application form and supporting attachments to grants.applications@sustainability.vic.gov.au
- ▶ The email subject line should read 'Recycling Support Grants'.
- ▶ The application form is a PDF document but any other supporting documentation may be submitted in Word, PDF or Excel format. Please attach the Declaration Form as a PDF.
- ▶ Emails must not be greater than 25MB in size or they will be rejected by the email server.
- ▶ SV will acknowledge receipt of all applications by return email within 48 hours.
- ▶ If you experience difficulties emailing your application, please phone our grants support representative on 1300 363 744.

7 Key dates

Activity	Date
Applications open	Monday 9 April 2018
Applications close	<p>Applications will be assessed on a month-to-month basis, with submissions accepted until 6pm on the 8th of each month.</p> <p>For example, to be eligible for assessment in May 2018, you must submit by 6pm on 8 May 2018.</p> <p>The due dates for applications are:</p> <ul style="list-style-type: none">8 May 20188 June 20188 July 20188 August 20188 September 2018
Notification of outcome	<p>SV aims to assess and process applications within 30 days of the closing date.</p> <p>SV will provide applicants with updates about the progress of their applications as much as possible, but is unable to provide a definite approval /announcement date.</p> <p>We will advise you if we experience any unforeseen delays.</p>
Funding agreements established	Within 30 days of notification of successful application.
Project completed	Within 12 months of signing the funding agreement with SV.

* Please note: these timelines are indicative only and may be subject to change.

8 For more information

If you have any queries regarding the grants, please:

Email: grants.enquiries@sustainability.vic.gov.au and quote 'Recycling Support Grants' in the subject line;

Phone: 1300 363 744 and ask to speak to a grants support representative.

9 Opportunity to TAKE2 – Victoria’s climate change pledge program

TAKE2 is the government’s voluntary pledge initiative on climate change to reach net zero emissions by 2050. It is open for all Victorians – businesses, local governments, educational institutions, community organisations and individuals to pledge and take action on climate change.

Grant projects under this funding offer organisations a great opportunity to pledge actions under TAKE2. Organisations can show their commitment by signing up at [TAKE2.vic.gov.au](https://take2.vic.gov.au) and selecting activities they have made, or will make in the future.

10 Key Considerations

Effective planning is critical to the successful delivery of a grants program. Here are some key considerations when implementing a grants program.

Timing

When deciding on the opening and closing dates for a grant program consider external factors which could impact the quality and number of applications received:

- › Local Government budget and election cycles (e.g. caretaker period)
- › Public holidays

Project Completion Timelines

Ensure that the project completion timelines stipulated in the grant guidelines are realistic to allow enough time for:

- › Appropriate permits/approvals to be obtained e.g. EPA approval, planning permits
- › The funded equipment to be ordered and delivered (particularly if the equipment is being purchased from interstate or overseas)
- › Formal agreements to be set up with project partners (if required)
- › The funded equipment/infrastructure to be installed and commissioned (e.g. will installation of the funded project be reliant on weather conditions that could potentially cause delays)
- › Monitoring and evaluation of the funded project.

Supporting documentation/partnerships with other organisations to deliver the grant funded project

Signed letter(s) or support and commitment from each of the other organisation(s) that are specified in the application as playing a key role in delivering the proposed project is required. This includes those that can help demonstrate your project’s contribution to the production of commercial-grade material from PPC waste.

If the grant funding will be used to establish a facility or infrastructure at a different site or location not related to the grant funded recipient (e.g. on a project partner’s site), it is important that a formal commitment from the project partner (such as a lease or heads of agreement) is obtained prior to SV recommending an applicant for funding.

SV may conduct due diligence checks (EPA, WorkSafe Victoria) or a financial viability check on the project partners and sub-contractors involved in the delivery of the project. The applicant should ensure that the organisation(s) involved in the delivery of the project agree to cooperate with this requirement and will provide information at SV’s request.

11 Definitions

Breach

A breach under this funding program is an act of breaking or failing to observe a law, agreement, code of conduct, regulatory measure, standard or compliance requirement regulated by EPA or the Victorian WorkSafe Victoria, having a reportable incident or receiving a penalty, notice, prosecution or regulatory intervention which has occurred in the past five years. This will not impact the funding application if:

- › the breach was not serious
- › the breach has been satisfactorily resolved
- › the applicant has made appropriate efforts, including implementing management systems, to ensure the breach is not repeated, and
- › since the breach, the applicant has had a satisfactory level of compliance with environmental and WorkSafe Victoria legislation

Calculating Full-Time Equivalent Employees (FTE)

Example: You have three employees and they work 40 hours, 40 hours, and 20 hours per week totalling 100 hours. Assuming a full-time employee works 40 hours per week, your full time equivalent calculation is 100 hours divided by 40 hours which equals 2.5 FTE.

Commercial-grade

A PPC waste material is reprocessed to a standard and form that is suitable for supply for remanufacturing or other commercial uses.

In-kind contribution

An activity other than financial support that is contributed towards a project.

Your organisation's in-kind contribution may include, but is not limited to:

- › staff time directly related to managing the implementation of the project
- › installation costs that utilise existing internal resources
- › donated goods or services related to the project

The following activities cannot be considered in-kind contributions:

- › operating expenses that are not directly associated with delivering the project
- › opportunity costs such as staff 'downtime' during the installation of equipment or implementation of activities.

Industry

For the purposes of this program, Industry is any business entity operating in Victoria which has been in operation for at least 12 months.

Municipal Solid Waste (MSW)

Solid waste generated from municipal and residential activities, and including waste collected by, or on behalf of, a municipal council.

Recovery

The collection, sorting and storage of waste materials in preparation for onward reprocessing.

Reprocessing

The transformation of waste materials into a commercial-grade product.

Related Entities

Entities which are related to the applicant and includes:

- › Holding companies of the applicant
- › Subsidiaries of the applicant
- › Subsidiaries of holding companies of the applicant
- › Companies with common directors or shareholders as the applicant
- › Companies that are a beneficiary under a trust of which the applicant is a trustee
- › Trustees of a trust under which the applicant is a beneficiary
- › Companies that carry on business at the same address as the applicant, or the same address as the location of the activity for which the funding is sought

The Victorian Industry Participation Policy (VIPP)

The Victorian Government has recently undertaken reforms to the Victorian Industry Participation Policy. Please read this section carefully to understand how it applies to your grant application.

The Victorian Industry Participation Policy (VIPP) seeks to maximise opportunities for Australian, New Zealand and Victorian suppliers to compete for government business on the basis of best value for money over the life of the goods or services. The VIPP is implemented by Victorian Government agencies to help drive local industry development.

The application of the VIPP to grant recipients ensures local firms are able to access opportunities within the procurement activity once it commences.

The VIPP does not apply to your application under this program. However, successful grant recipients whose total project cost meets the VIPP monetary thresholds* need to comply with the VIPP requirements. This means that your project will be registered by SV with ICN (Industry Capability Network) for you to obtain an Interaction Reference Number (IRN). The IRN and any other agreements reached regarding the VIPP will be included in the SV grant funding agreement for monitoring and reporting purposes.

* The VIPP applies if the total cost of the grant recipient's project meets or exceeds either:

- › \$3 million in metropolitan Melbourne /statewide or
- › \$1 million in regional Victoria

For further information on the VIPP, contact ICN at (03) 9864 6700 or go to www.icn.org.au/content/victoria/vipp



Recycling Industry Transition Support Grants

APPLICATION FORM

Section 1: Contact information

All sections must be completed.

Part A: Applicant (Organisation) details

Name of Legal Entity:

Business Name (if different to legal entity name):

Main Street Address:

Town / Suburb:

Postcode: State:

Postal Address (if different from above):

Town / Suburb:

Postcode: State:

Authorised person

(This is the person who is authorised to make the application on behalf of the Applicant)

Title: First name:

Last name:

Position:

Telephone: Mobile:

Email

Type of Applicant

All sections must be completed

1 Type of legal entity:

Company Government

Incorporated Association Cooperative

Partnership

Trust (if so, name of applicant above must specify both the name of the trust and the trustee company):

2 Type of business:

Commercial/for profit business Local Government

Not for profit organisation Social Enterprise

Other (please specify) :

3 Applicant's Australian Business Number (ABN) and Australian Company Number (ACN)

ABN (for companies):

ACN (for companies):

Please note that where an applicant is not a registered company, only an ABN is required.

Applicant's Incorporation Number, if you have one (for incorporated associations):

Does your organisation have related entities? Yes No
(Refer to Definitions, Section 11 of guidelines)

If yes, provide the entity and trading name, ABN and ACN of each related entity (details can be provided in a separate document and submitted with your application).

Part B: Contact details for Project Manager

Title: First name:

Last name:

Postal Address:

Town / Suburb:

Postcode: State:

Telephone: Mobile:

Email:

Existing FTE (at 31 March 2018):

Section 2: Project Overview

Project name

We will use this name on all correspondence.
Please use 10 words or less.

Do you require appropriate permits for the project on this site?
Please supply copies of permits.

Where will your project be located?

Please provide the address of where most of your planned activity will take place including town / suburb and postcode.

Address:

If No, estimate time taken and cost associated with attaining permits.

Which area will your project service?

What are your project timelines?

How long will it take to complete the project? Please note that the project must be completed within 12 months of signing a contract with SV.

Anticipated project start date:

Are you the owner or have leasehold over the proposed site?

Yes

No

Anticipated project completion date:

Is this site ready and suitable for the project to take place on?

Yes

No

If No, please estimate the time required to prepare the site for this project.

Section 3: Project details

All applicants must answer this section. It is recommended that each answer, unless otherwise stated, consume no more than half a page. Bullet points are accepted.

- 1 Describe your organisation, how long its been operating and its core activities:
- 2 How does your business plan align with State Government policy, strategies and plans (e.g.; SWIRRP) to build reprocessing capacity and capability in Victoria ?
- 3 How does this proposal increase the ability to reprocess PPC waste to a commercial grade in Victoria?
- 4 What waste materials does this project involve and from where are they sourced?
- 5 Describe what you propose to do with the SV funding, including the infrastructure, plant, equipment and process change you plan to acquire (up to one page). Please provide a project timeline based on milestone delivery that outlines completion within 12 months of contract signing e.g. a simple gant chart is acceptable.

6 What amount of installed capacity for PPC waste does the project propose?

8 How will this project be evaluated? How will you measure success?

7 Describe your ability to deliver the project – capability (skills) and capacity (resources):

9 Will your organisation partner with other organisations to apply for the grant to undertake the project?

Yes No

If yes, provide the following details for each organisation in the partnership/consortium including how you will formalise the agreement (e.g. heads of agreement, lease agreement etc.)

10 SV may conduct due diligence checks (EPA, Victorian WorkSafe Victoria) or a financial viability check on the project partners and sub-contractors involved in the delivery of the project. The applicant should ensure that the organisation(s) involved in the delivery of the project agree to cooperate with this requirement and will provide information at SV's request.

Partner 1

Name of organisation _____

Contact person _____

Telephone _____

Email _____

Role in partnership _____

Formal agreement type _____

Partner 2

Name of organisation _____

Contact person _____

Telephone _____

Email _____

Role in partnership _____

Formal agreement type _____

11 If you have more than two project partners, add the above details in a separate document and attach it to your application.

13 Will the project provide training and development opportunities for employees and/or the local community? Yes No

If yes, provide details:

12 Will the project provide new ongoing employment opportunities? Yes No

If yes, please provide estimates of the full-time equivalent employment (FTE) generated as a result of the project.

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

14 Explain your commitment to corporate social responsibility, including creating social benefit for local communities and disadvantaged community members:

Section 4: Project Budget

Please provide an indication of income and expenditure for your project, excluding GST. Note that the total income must equal total expenditure.

Please include in-kind and co-contributions that are relevant to the project budget and the amount of funding sought from SV.

The Victorian Industry Participation Policy (VIPPP) will apply if the total cost of the project meets or exceeds either:

- > \$3 million in metropolitan Melbourne/statewide or
- > \$1 million in regional Victoria

Project Income		Project Expenditure	
Amount requested from SV	\$	Project Management incl. salaries (In kind)	\$
Your cash contribution	\$	Purchase of equipment	\$
Your in-kind contribution	\$	Installation costs	\$
TOTAL INCOME	\$	Other associated costs: (provide details)	\$
		TOTAL EXPENDITURE	\$

Section 5: Insurance and Risk

All applicants must answer this section.

Risk

- 1 Provide details of your risk management strategies and practices that would be applicable or relevant in the context of the project. Please attach.
- 2 Provide a risk management plan for the project. Please attach.
- 3 How do you propose to manage risks associated with climate change? (We suggest you refer to Australian Standard AS 5334-2013). Please attach.

5.1 Insurance

Please enter the details of insurances held. Certificates of Currency will need to be provided if your grant application is successful.

Name of insurance company	
Insurance type	Public Liability
Policy number/s	
Expiry dates	
Excess amount	
Policy amount (\$20M minimum)	

5.2 Victorian WorkSafe Victoria and EPA Compliance

In deciding whether to provide funding, SV will consider, using a risk based approach, applicants' financial, environmental and OH&S performance and compliance.

Applicants and their related entities (refer to Definitions, Section 11 of guidelines) are required to declare any Environment Protection Authority (EPA) or WorkSafe Victoria current or outstanding penalty, notice, prosecution or regulatory intervention within the past 5 years.

Not disclosing or providing the required evidence for EPA or WorkSafe Victoria breaches may deem your application non-compliant.

SV reserves the right to reject applications where the applicant's EPA or WorkCover history is unsatisfactory in accordance with section 3.1.

Please declare and provide required details to show EPA and WorkSafe Victoria compliance:

- 1 Has your organisation or related entities had a reportable incident or received a penalty, notice, prosecution or regulatory intervention from the Environment Protection Authority or WorkSafe Victoria or been in breach of any other environmental, OH&S, safety or other legislation or regulations in the last five years?

Yes	No
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If yes, please 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.

If the breach was not resolved satisfactorily, why? (300 words)

2 Does your organisation or related entities have any current reportable incidents, investigations, notices, prosecutions, regulatory intervention or enforcement action arising out of a possible breach of any environmental, OH&S, safety or other legislation or regulations?

Yes No

If yes, please provide details, attach relevant notice/s and evidence that the penalty, notice, prosecution or regulatory intervention.

If the matter is in progress, applicants should describe actions that have been taken to date to resolve the breach (300 words).

- 3 Do you agree to provide information to SV's **Victorian Recycling Industry Annual Survey** (mandatory requirement). If applicable
- Yes No
- 4 Do you acknowledge that SV may undertake checks with EPA, Victorian WorkSafe Victoria or other regulators about your organisation and related entities' environmental, OH&S, safety or other regulatory performance?
- Yes No
- 5 Do you acknowledge that the project delivery partners (including sub-contractors) agree to provide information to SV should EPA, Victorian WorkCover Authority or other compliance checks be required about their OH&S, safety, environmental or other regulatory performance?
- Yes No

5.3 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.

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.

Details:

Checklist

Please ensure all boxes are checked and relevant information is attached before sending your application.

My organisation is eligible to submit an application.

I have read the guidelines carefully and my project addresses the priorities established in the guidelines.

I have read, understand and agree to the funding terms and conditions relating to this grant at www.sustainability.vic.gov.au/recyclingsupportgrants

I have read, understand and agree to the Terms of Participation in Grant Programs at www.sustainability.vic.gov.au/recyclingsupportgrants

I have read, understand and agree to the conditions of the Victorian Industry Participation Policy (VIPPP).

I have completed all questions and addressed all criteria set out in the questions.

I have advised the project delivery partners (including sub contractors) that EPA, WorkCover or other regulators compliance checks may be required and if so will provide information to SV on request.

I have attached all relevant documents for example valid permits, letters of support, EPA and/or WorkSafe Victoria notices, evidence that any EPA and/or WorkSafe Victoria notice, prosecution or regulatory intervention has been satisfactorily resolved and the level of compliance since the breach is satisfactory.

I agree to provide information to the Victorian Recycling Industry Annual Survey.

I warrant that I have authority to sign this application on behalf of the applicant.

The Declaration is signed by an authorised person with delegated authority to make this application on behalf of my organisation and execute the Declaration (e.g. Chairperson, Chief Executive Officer, Secretary, Public Officer, Treasurer or Chief Financial Officer).

Declaration

This page is to be printed, signed, scanned and returned with the email submission.

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 agree to the Terms of Participation in Grant Programs and Funding Terms and Conditions on the SV Website: www.sustainability.vic.gov.au/recyclingsupportgrants

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 the applicant before any decision is made to release the application or supporting documentation.

I agree to provide SV all such information as reasonably required to assess our financial viability and also agree to undertake an independent third party financial viability check if deemed necessary by SV.

I declare that my organisation currently holds Public Liability Insurance of \$20,000,000 and (if providing advisory services as part of this project) Professional Indemnity Insurance of \$5,000,000.

Signature:

Print name:

Date:

Position:

To be signed by a person with delegated authority to make the application on behalf of the organisation and execute the Declaration - i.e. Chairperson, Chief Executive Officer, Secretary, Public Officer, Treasurer or Chief Financial Officer.

Privacy Statement

SV 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 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 SV holds about you, please contact us in writing addressed to: privacy@sustainability.vic.gov.au

Disclaimer

Information in this document is current as of April 2018. While all professional care has been taken in preparing this document, SV accepts no liability for loss or damages incurred as a result of reliance upon its content.

Sustainability Victoria
Level 28, Urban Workshop,
50 Lonsdale Street, Melbourne VIC 3000
Phone (03) 8626 8700
sustainability.vic.gov.au

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