

SER/NSWEPA
98/50

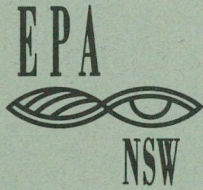
REFERENCE
NOT FOR LOAN

NSW GOVERNMENT
NSW WASTE PLANNING & MANAGEMENT FUND

GRANT GUIDELINES:
WASTE REDUCTION PROGRAMS
1998-99



A New South Wales Government Initiative



For advice on applying for NSW Waste Planning and Management Fund grants contact:

Waste Grants Coordinator
Environment Protection Authority
799 Pacific Highway
PO Box 1135
Chatswood 2057
Phone: (02) 9325 5829 or (02) 9325 5835
Fax: (02) 9325 5828
Email: bells@epa.nsw.gov.au

Published by:

Environment Protection Authority
799 Pacific Highway
PO Box 1135
Chatswood 2057
Phone: (02) 9795 5000 (main switchboard)
Fax: (02) 9325 5678
Web: www.epa.nsw.gov.au

For publications and information requests:

Phone: 131 555
Fax: (02) 9325 5572
Email: info@epa.nsw.gov.au

The EPA is pleased to allow this material to be reproduced in whole or in part, provided the meaning is unchanged and its source, publisher and authorship are acknowledged.

ISBN 0 7313 0172 2
EPA 98/50
June 1998

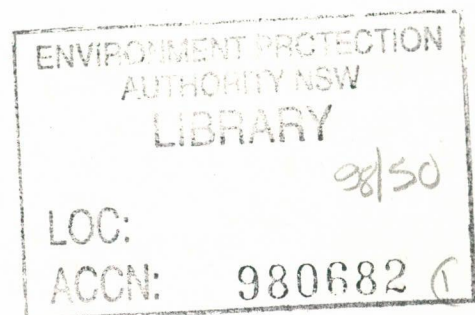
Printed on recycled paper

**GRANT GUIDELINES: WASTE
REDUCTION PROGRAMS 1998-99**

**SER/NSWEPA
98/50
980682(1)**

Contents

1.	The Waste Minimisation and Management Act	1
2.	The Waste Planning and Management Fund	1
3.	The Waste Reduction Grant Program	1
4.	The aim of the waste grants	2
5.	Who can apply for funding?	2
6.	What will the grants be awarded for?	3
7.	Essential criteria to be addressed by the grant application	6
8.	Submitting your application form	7
9.	Assessment of grant applications	7
10.	What happens if your application is successful?	7
11.	More Information	8
Appendix — Waste Planning and Management Boards		11

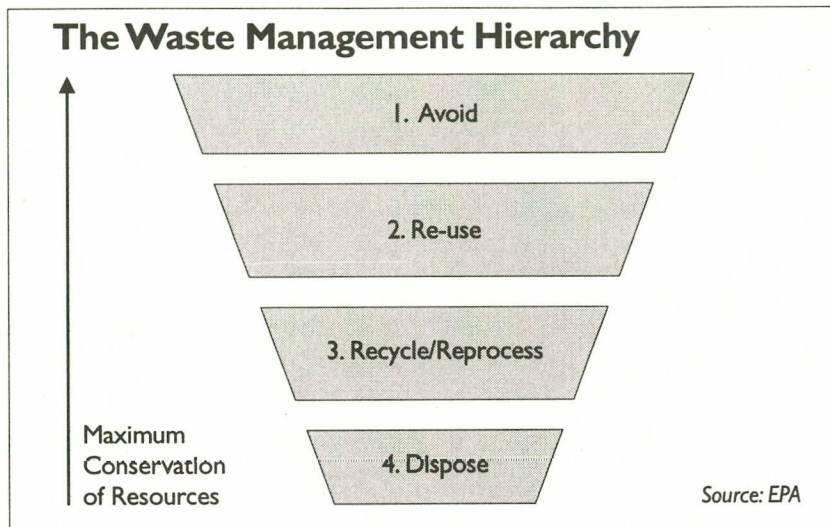


APPLICATIONS CLOSE
31 JULY 1998

**Copies of these guidelines and
downloadable application forms
are available on the Internet at
<http://epa.nsw.gov.au/>**

1. The Waste Minimisation and Management Act

The *Waste Minimisation and Management Act 1995* (the Waste Act) proposes a target of 60% reduction in the amount of waste disposed of in NSW by the year 2000 (being a per capita reduction based on 1990 disposal rates). It also specifies a waste management hierarchy that prioritises ecologically sustainable waste solutions. The hierarchy stresses avoidance and re-use over recycling and reprocessing, with waste disposal as a last option.



2. The Waste Planning and Management Fund

The NSW Government has established a Waste Planning and Management Fund (the Waste Fund) under section 73 of the Waste Act to ensure that structures and programs are in place to help meet the 60% waste reduction target. In particular, the Waste Fund will enable establishment and operation of the State Waste Advisory Council (SWAC), establishment of regional waste planning and management boards (waste boards), preparation of regional waste plans, ongoing operation of waste boards, and implementation of waste reduction programs by waste boards and other bodies.

The Waste Fund is administered by the Environment Protection Authority (EPA) but allocations are made by the Minister for the Environment, on the advice of the SWAC. At its inaugural meeting in June 1996, SWAC recommended that 85% of the fund be allocated over five years to waste boards for regional waste programs and 15% for community waste reduction programs. *Community* in this context relates to joint or individual programs from industry, community groups, individuals and councils.

This grants program is funded from the community waste reduction programs component of the fund.

3. The Waste Reduction Grant Program

The grant program provides funding to individuals and organisations in NSW to further the State Government's waste minimisation and management objectives outlined in the Waste Act.

The grant program has been operating for two years. In the first round (1996–97), over 270 applications were received. A total of 36 community projects were successful, being awarded a total of \$1,753,142. In the second round (1997–98), 255 applications have been received, and funding will be announced soon.

In 1998–99 the Waste Grants Program will award grants of up to \$100,000 for individual waste minimisation projects.

4. The aim of the waste grants

The Waste Reduction Grants Program aims to help the community develop innovative and pro-active approaches to waste reduction consistent with the NSW Waste Act. Project proposals should:

- produce outcomes which are consistent with the waste minimisation hierarchy and which could be applied in other sectors or areas of the State; and/or
- offer experimental or demonstration projects which will allow communities to develop locally based solutions for waste reduction.

All proposals should be developed with regard to any relevant existing or planned waste reduction plans or strategies by relevant local councils, waste boards, regional organisations, industry associations, community groups, NSW Government agencies or the EPA.

The funding priorities are outlined in Section 6.

5. Who can apply for funding?

The following are eligible for funding (either individually or in any combination):

- individuals
- local councils and associations of local government
- community groups and non-profit organisations
- individual companies and industry associations
- research bodies.

Grant applicants within waste board regions are encouraged to notify the appropriate waste board. They should seek the waste board's support for their project where appropriate, although this is optional where, for example, the proposal has relevance to waste minimisation outside of their waste management region. Waste board regions and their constituent councils and contact details are listed in the Appendix.

In addition, **local councils which are members of a waste board** must clearly demonstrate that the project is of State-wide significance and that the regional waste plan does not cover their proposal. The grant application must provide evidence of this.

Applicants who will obtain commercial gain from a project, either during or after the period of the grant, must:

- indicate the estimated financial or other commercial gain;
- clearly identify waste reduction benefits to other organisations and include an appropriate dissemination strategy to promote the project's outcomes; and

- contribute or seek additional support and funding equivalent to the value of the grant applied for.

You may request some lag time between conducting work or research and releasing it to others. These requests will be assessed on a case-by-case basis.

Waste boards are not eligible for funding.

6. What will the grants be awarded for?

The projects should focus on the priority areas for funding (see box, pages 4 & 5) and will be assessed against the waste grant selection criteria (see box, page 5). Applicants should ensure that their project proposal is clear and addresses all the points in the Waste Reduction Grants Program Application Form.

To be eligible, your project must:

- address waste reduction in NSW
- be for a grant of a maximum of \$100,000
- commence within the 1998-99 financial year
- be completed within one year of commencement

If the project is to be ongoing (longer than the period funded by the grant), then the length of the funded period, and how the grant amount will be used during the funded period, must be clearly stated in the grant application. Ongoing projects must become self-funded, or applicants must seek funding from other sources before the completion of the funded period.

- limit the acquisition of capital equipment and/or physical infrastructure to a maximum of 25% of the total grant amount requested

Where capital equipment is to be purchased, the need for the equipment to implement the project should be clearly demonstrated. A plan for the disposal or transfer of these assets at the completion of the project is also required. A commitment to provide matching funds for the purchase of any capital equipment is expected from applicants obtaining a commercial gain from the equipment.

- provide for at least one progress report during the project and a final project report
- provide for an independent financial report at the end of the project
- seek the support or approval, where necessary, of relevant organisations, e.g. Dept of Education for projects aimed at schools; the EPA where regulatory approvals need to be sought; industry organisations which are crucial to the success of the project.

Matching funding should be provided for any project which will substantially reduce the applicant's direct costs; for example, in purchasing raw material or in waste disposal. Where the costs of other project participants will be substantially reduced, the applicant should also seek supporting funding from those other project participants.

PRIORITY AREAS FOR FUNDING

The State Waste Advisory Council has listed the following equally important

Commercial and industrial waste

Commercial and industrial waste makes up 38%* of the total waste stream. Much more can be done to reduce these wastes. Priority industry sectors have been identified as: whitegoods, electrical, computing equipment, textiles, batteries, mobile phones, and the food industry (including food retail such as restaurants, food courts and cafes). Priority will be given to:

- waste avoidance or reduction case studies or waste projects—particularly those involving the priority industry sectors listed above
- projects which document the savings in waste management costs, pay-back period and implementation costs, to encourage other organisations to implement similar waste reduction measures
- seed funding to establish a viable, long-term recycling program for commercial and industrial waste—particularly in the priority industry sectors listed above.
- projects which help create markets for commercial and industrial waste.

Avoidance and reuse initiatives

Models, pilot projects, and case studies for waste avoidance and reduction are a priority for funding. These may include:

- designing effective reusable transport packaging; or
- programs to encourage actions which will avoid waste.

Household hazardous waste

Household (domestic) hazardous wastes such as batteries, paints, motor oil and solvents are often a minor part of the waste stream but they can have significant effects on the environment. Priority will be given to initiatives which:

- are industry-wide or Sydney-wide projects to avoid and reduce household hazardous waste and which complement the cross-regional project being run by the Macarthur Waste Board; or
- use seed funding to establish longer term collection and reprocessing of household hazardous waste for groups of councils in rural NSW.

Extended producer responsibility

Industry needs to demonstrate its share of the responsibility for waste reduction by working cooperatively to develop programs and infrastructure to avoid and recover waste. Priority will be given to programs which:

- establish disassembly centres for products such as electrical goods, whitegoods or automobiles;
- establish mechanisms to take back products or materials after use for reuse, repair and/or recycling; and
- result in better product design to allow for longer product life and disassembly for reuse, repair or recycling.

EPA Entry:
Project ID _____
Waste Priority Area(s) _____

**NSW GOVERNMENT
NSW WASTE PLANNING & MANAGEMENT FUND
WASTE REDUCTION GRANTS PROGRAM 1998-99**

APPLICATION FORM

The Applicant

1. Applicant's name (e.g. individual/s or accountable organisation/s) _____

2. If an organisation, what is its legal status? _____
3. Street address _____
Postal address _____
4. Contact person for project _____
Position/Organisation. _____
Phone no. () _____ Fax no. () _____
Mobile _____ Email _____
5. Other parties involved and the role they will have in the project _____

The Project

6. Name of project _____
7. Brief summary of project _____

8. Length of project, including proposed start and finish dates for project _____

9. Amount of funding requested \$ _____ .00

The Essential Criteria

10. Name the WASTE(S) your project addresses _____

Please tick appropriate box

11. The PRIORITY AREA for your project is:

- Commercial & industrial waste
- Avoidance & reuse initiatives
- Household hazardous waste
- Extended producer responsibility
- Construction & demolition waste
- Green waste
- Other _____

12. Which part of the WASTE HIERARCHY is your project primarily aimed at?

- AVOID / REDUCE
- REUSE
- RECYCLE
- DISPOSAL — *this level is excluded from funding under Waste Reduction Grants Program*

13. How will your project contribute to this level of the waste hierarchy?

14. Will your project produce FINDINGS OR RESEARCH that will be applicable beyond your own organisation or local area?

- STATEWIDE
- REGIONAL
- LOCAL
- OTHER, i.e. _____

15. In what way is your project INNOVATIVE, i.e. how does it provide additional knowledge or information, or approaches that are not currently available?

16. What will be PRODUCED as a result of your project?

17. To WHOM will you distribute and make known the results and findings of your project?
(include key stakeholders, interested parties and the wider community)

18. HOW will you distribute and make known the results and findings of your project to all the parties listed above in question 17?

19. If your project is ongoing, how will you BECOME SELF-FUNDING or SECURE OTHER FUNDING once the waste grant money has been used?

20. Will your project give you or your organisation or any major project participant any COMMERCIAL ADVANTAGE or FINANCIAL GAIN (such as purchase of capital equipment) or SAVE DIRECT COSTS (such as raw materials or waste disposal costs)?

YES / NO If YES, who will benefit and how, and state the amount of matching funding to be provided?

\$ _____

21. Have you notified the appropriate waste board/s of your project? (Waste boards and their contact details are listed in the APPENDIX of the GRANT GUIDELINES)

- YES, I have notified the _____ waste board/s
- NO, none of the waste boards has been notified
- NOT APPLICABLE

22. Which organisations have provided you with WRITTEN SUPPORT for your project?

Please indicate below and attach all evidence

- WASTE BOARD/S INDUSTRY ASSOCIATION/S
- LOCAL COUNCIL/S COMMUNITY GROUP/S
- OTHER: _____

24. Proposed PROJECT BUDGET

You MUST:

- submit the total estimated income and expenditure for the project
- attach a detailed list of all income and expenditure, justifying all expenditure
- double-check all calculations, ensuring that:
 - TOTAL INCOME equals TOTAL EXPENDITURE
 - CAPITAL ITEMS does not exceed 25% of the WASTE GRANT FUNDING
 - matching funding is included (equal to the amount in Q. 20).

INCOME	EXPENDITURE	<i>from waste grant funding</i>	<i>from other income</i>
WASTE GRANT FUNDING \$ _____	SALARIES AND WAGES		
	Labour	\$ _____	\$ _____
	Related costs	\$ _____	\$ _____
OTHER INCOME	Consultants &		
	subcontractors fees	\$ _____	\$ _____
APPLICANT'S OWN CONTRIBUTION \$ _____	Sub-total	\$ _____	\$ _____
PROJECT INCOME	DIRECT PROJECT COSTS		
Donations and/or	Capital items	\$ _____	\$ _____
fund-raising	Equipment hire	\$ _____	\$ _____
\$ _____	Expendable materials	\$ _____	\$ _____
Sale of assets	Freight & transport	\$ _____	\$ _____
\$ _____	Vehicle expenses	\$ _____	\$ _____
Other	Postage & telephone	\$ _____	\$ _____
\$ _____	Stationery	\$ _____	\$ _____
Sub-total \$ _____	Insurance, including		
FINANCIAL SUPPORT	public liability	\$ _____	\$ _____
<i>If in-kind, add \$ value</i>	Accounting	\$ _____	\$ _____
Federal	Financial audit	\$ _____	\$ _____
\$ _____	Printing & distribution	\$ _____	\$ _____
State	Advertising & publicity	\$ _____	\$ _____
\$ _____	Sub-total	\$ _____	\$ _____
Local			
\$ _____			
Community groups			
\$ _____			
Sub-total \$ _____			
TOTAL INCOME \$ _____	TOTAL EXPENDITURE	\$ _____	

26. CERTIFICATION

I certify that, to the best of my knowledge, the information in this application is true.

If any details in this application change prior to the awarding of the grant, I will endeavour to provide this information to the EPA as soon as possible.

If the Minister for the Environment approves this application, I will accept the conditions of the grant on behalf of my organisation.

Signature _____
Chairperson, CEO, or equivalent

Position _____ Date _____

CHECK YOU HAVE:

- filled out all spaces in the form
- had the form signed by the head of the organisation (if not an organisation, then the applicant should sign)
- notified the relevant waste board
- made two additional copies of the completed form and attachments (*the original and one copy is submitted to the EPA; the second copy is kept by the applicant*)
- used only bulldog clips or staples to bind your documents.

Faxed or emailed applications will not be accepted and documentation provided will not be returned.

Late applications will be returned to sender.

SUBMITTING YOUR APPLICATION

- You are encouraged to discuss your project with the Waste Grants Coordinator before submitting your application.
- Send the original plus one copy of your completed application form and attachments postmarked no later than 31 July 1997 to:

Waste Grants Coordinator
Waste Policy Section
Environment Protection Authority
PO Box 1135
Chatswood NSW 2057

- All applications will be treated confidentially, but if your application contains highly sensitive material it should be marked accordingly
- Note that applications may be shown to SWAC members, waste board directors or technical officers for further comment.

WASTE REDUCTION GRANTS APPLICANT SEMINARS

A number of Grant Applicant Seminars are being held across NSW to support all eligible individuals and organisations in preparing a grant project application. Each seminar will cover:

- the purpose of the Waste Reduction Grants
- the new funding priorities
- the application process
- how to improve your chances of success
- experiences of past grant recipients and/or hypothetical examples

You are invited to attend at any one of the sessions listed below.

Let us know you're coming by ticking the box below - - - - -

As places are limited, please let us know you are coming by providing us with the following details by either phoning Pauline Newell on (02) 9325 5844, by email to newellp@epa.nsw.gov.au or by faxing this page to (02) 9325 5828. 30

Yes, I'd like to attend the seminar at:

- | | | | |
|--------------------------|-------------------------------------|---|------------------------|
| <input type="checkbox"/> | Wagga Wagga
10am - 12noon | Mon 29 June 1998
Gallery Room, Country Comfort Inn
(formerly the Old Wagga Inn)
Cnr Morgan & Tarcutta St, Wagga Wagga | RSVP by 25 June |
| <input type="checkbox"/> | Chatswood
3 - 5pm | Tues 30 June 1998
Dougherty Community Centre
Victor St, Chatswood | RSVP by 25 June |
| <input type="checkbox"/> | Bankstown
3 - 5pm | Wed 1 July 1998
Bankstown Sports Club
8 Greenfield Parade, Bankstown | RSVP by 26 June |
| <input type="checkbox"/> | Dubbo
10am - 12noon | Fri 3 July 1998
Dubbo Council Chambers
Civic Administration Building
Church Street, Dubbo | RSVP by 1 July |
| <input type="checkbox"/> | Lismore
9am - 11.30am | Tues 7 July 1998
Lismore City Council Chambers
43 Oliver Avenue
Goonellabah | RSVP by 3 July |

Name: _____ Contact number: _____

Organisation (if applicable): _____

Number of people attending: _____

Please bring your copy of the grant guidelines to the seminar

Waste Grants - Successful Applications 1997-98

<i>Proj. ID</i>	<i>Organisation Name</i>	<i>Project Name</i>	<i>\$\$</i>
232	Australian Chamber of Manufactures	Commercial and Industrial Waste Reduction Program - Albury	\$70,000
229	Australian Turfgrass Research Institute	Development of Waste Minimisation and Composting Systems for NSW Golf and Bowling Clubs	\$60,000
203	Bathurst City Council	BioGreen Castings - assessing the merits of vermiculture in biosolid management	\$29,925
167	Bike Action	ReCycle BiCycle	\$4,650
115	Clean Up Australia Ltd	Clean Up Australia Rubbish Report Internet Site	\$6,000
172	Coffs Harbour City Council	Food Waste Trial Collection - Wet Organics	\$50,000
199	Community Aid Abroad	Taste of the Nation 1998 - a Waste-Free Public Event	\$40,129
8	Concerned Residents Against Pollution and Shoalhaven City Council	The Ulladulla Bio-solid and Green Waste Minimisation/ Reuse Study	\$46,937
225	CSIRO, Building Construction and Engineering	Development of Chemical Contaminants Guidelines for Recycled Aggregates in New Construction	\$70,000
231	Felcom Waste Management Pty Ltd	Talking Absolute Rubbish - a community radio waste education program	\$35,355
125	Foodbank NSW	Food Donation: Diverting Surplus Food from Waste to Charity	\$52,933
175	Great Lakes Council	Community Education Strategy	\$26,830
102	Griffith Services (Consulting)	Fibre Reinforce Plastic Mouldable / Rigid Composites	\$25,000
142	Illawarra Environmental Enterprises	Crop-specific Compost Trials	\$34,728
143	Illawarra Environmental Enterprises	Trial of an Industrial Capacity Worm Bin	\$8,127
127	Impact Environmental Consultancy	Waste Educators Conference and Workshops	\$30,000
24	Local Government and Shires Associations of NSW	Local Government Waste Education and Liaison Officer	\$85,532
215	Macquarie Area Health Service	Organic Management Solutions - a green waste project	\$32,967
204	Maitland Hospital	Healthy Waste - green waste in a health care environment	\$41,000
82	Manly Council	Manly Centralised Dishwashing Service (CDS)	\$33,500
110	Master Builders Association of NSW Pty Ltd	Posters on Waste Management at Domestic Building Sites - Smart Building 2	\$19,350
87	Nolan-ITU Pty Ltd	Measuring the Effectiveness of Green Waste Market Development	\$29,000
81	Parramatta Regional Evening College	Down To Earth - Earth Works Participant Learning Guide	\$45,940
38	Parry Shire Council	Grass Roots Food and Green Waste Avoidance Program	\$4,450
182	Phil Milton & Associates Pty Limited	Waste Minimisation Innovations for Construction Sites in Country Towns and Regional Centres	\$56,700
53	Repeat Impressions Australia Pty Ltd	Computer Printer Consumables Reduction Project	\$36,500

<i>Proj. ID</i>	<i>Organisation Name</i>	<i>Project Name</i>	<i>\$\$</i>
162	Streetwise Comics Ltd	Streetwise Waste Minimisation and Cleaner Production Comic	\$80,000
219	Tamworth City Council	Let's Get Green Together - a model for private and local government cooperation	\$20,000
202	Tumut Shire Council	Investigating Potential Markets for Reprocessed Green Organics in the Riverina	\$23,555
242	University of New South Wales	UNSW Composting Education Officer	\$44,080
85	Vitascope Pty Ltd	Minimising Construction and Demolition Waste Video	\$92,200
39	Walcha Preschool Inc	Environmental Strategies for Children's Services	\$2,000
120	Waste Audit and Consultancy Services (Aust) Pty Ltd and Australian Hotels Association (NSW)	Sustainable Waste Minimisation Program for the Hospitality Industry	\$100,000
54	Willoughby City Council	Non-fatty Food Waste Collection Trial	\$73,800
31	Yass Shire Council	Waste Food Collection from Restaurants, Cafes and Supermarkets for Processing in a Worm Farm	\$9,100
130	Yass Shire Council	Yass Revolve	\$7,875

priority areas for funding:

Construction and demolition waste

Construction and demolition waste makes up 16%* of the total waste stream. Reduction of this waste is a key Government priority. The waste grants program will give priority to:

- projects which create markets for waste building materials or products;
- projects which will avoid waste, e.g. through changes to procurement, ordering, design and packaging;
- case studies or pilot projects which demonstrate waste avoidance and/or which use recycled materials in construction; and
- seed funding to establish a viable, long-term recycling program for construction and demolition waste such as carpet, office fixtures, panelling and gyprock.

Green waste

Green waste (consisting of garden, food and wood wastes) makes up 45% of the domestic waste stream and 36%* of the total waste stream. Diversion of these wastes is critical to meeting the 60% waste reduction goal. Priority will be given to:

- initiatives which are directed towards developing markets for recycled organic materials.

* Note that the total waste stream percentage for green waste overlaps the percentages for construction and demolition and commercial and industrial wastes. Figures given are for 1995.

SELECTION CRITERIA

The project should meet **ALL** of the following criteria:

1. Address one or more of the waste priority areas for funding (see box left)
2. Offer substantial, effective and clearly identified waste minimisation outcomes; and
3. Demonstrate a strong commitment to waste minimisation and the waste hierarchy; and
4. Produce findings or research applicable beyond the locality of the funded program, e.g. to other individuals, councils, regions, waste boards, community groups, companies, industries; and
5. Provide the opportunity for innovation, such as by adding value to existing knowledge and experience rather than duplicating work already done or likely to be done elsewhere; and
6. Include strategies to disseminate important ideas and methods that are not yet widely appreciated, e.g. through development of the audience's understanding, skills and commitment for minimising waste; and
7. Have a detailed plan, budget and timetable for the achievement of objectives, together with an effective process for monitoring, evaluation and dissemination of results; and
8. Demonstrate the capacity of the applicant to conduct the project and meet its planned outcomes; and
9. Not depend on ongoing support from the Waste Planning and Management Fund and, where applicable, demonstrate long-term viability; and
10. Have the support of relevant organisations.

Grant applications for the following **will not be eligible for funding**:

- more than one project from the same individual or organisation in each grant funding round
- a project which wholly or substantially duplicates previous Waste Reduction Grants Program funded projects
- a project which has been completed or substantially commenced before grant funding is provided (i.e. funding will not be granted retrospectively)
- a project from an applicant with a previously funded waste grants project, whose previously funded project will not be completed by 30 November 1998
- existing and ongoing operations (this includes the daily running of businesses and the employment of existing staff)
- activities which are the responsibility of the applicant, such as impact assessment and licensing
- a project which is the core responsibility of Federal or other State or local government organisations
- the establishment or expansion of private businesses or new products which may give an unfair advantage to the grant recipient **unless** the project can be demonstrated to have wider benefits for waste reduction in NSW
- capital equipment and/or physical infrastructure for more than 25% of the total grant amount requested
- waste disposal infrastructure, including landfill design or construction and incineration.

7. **Essential criteria to be addressed by the grant application**

The waste grant selection criteria (see box, page 5) will be used by the SWAC assessment committee to assess the grant applications. A well-developed project should meet all these criteria. Successful applications are likely to be those that best meet the criteria.

The priorities areas for the 1998–99 grant funding round have been revised (see box pages 4 & 5).

Projects on 'targeted education' are not a funding priority for the 1998–99 grants round. Some other priority areas have changed their focus. This is a result of the high number of projects which have been funded in specific areas in the previous two rounds. Waste boards have also given a high priority to projects in these areas.

Over the next 12 months the progress of previously funded initiatives and waste board programs will be monitored to identify the gaps and provide a more specific focus for future grant rounds.

8. Submitting your application form

Check you have:

- filled out all the spaces in the accompanying Waste Reduction Grants Program 1998–99 Application Form
- informed the relevant waste board
- made two additional copies of the completed form and attachments (*the original and one copy is submitted to the EPA; the second copy is kept by the applicant*)
- used only bulldog clips or staples to bind your documents.

Send your application forms and attachments **postmarked no later than 31 July 1998** to:

The Waste Grants Coordinator
Waste Policy Section
Environment Protection Authority
PO Box 1135
Chatswood NSW 2057

All applications will be treated confidentially but if any application contains highly sensitive material it should be marked accordingly. Note that applications may be shown to SWAC members, Waste Board directors and staff, EPA officers or other technical experts for further comment.

Note that faxed or emailed applications will not be accepted and any documentation provided will not be returned.

Late applications will be returned to sender.

9. Assessment of grant applications

A technical committee consisting of four representatives of SWAC and one EPA officer will assess grant applications against the selection criteria and provide advice to the Minister for the Environment on the final selection of grants.

The Minister has the final decision on the allocation of funds.

10. What happens if your application is successful?

A funding agreement will be sent to all successful grant applicants as soon as practicable after the announcement of the grants. The first payment of the grant will not be made until this agreement is finalised. Subsequent payments will be conditional on the approval by the EPA of progress reports, final reports and an independent financial audit of the grant expenditure.

Conditions of funding agreements include:

- Adherence to all applicable laws, regulations, and standards. Where infrastructure is being developed, development approvals must be sought. If development approval has yet to be granted, this must be clearly indicated in the grant application.

- The buying of goods or services, including the employing of contractors or consultants, must be obtained through fair and open contracting and, where appropriate, by calling for tenders.
- When employing additional staff for the project, clear and detailed job descriptions must be prepared for all project employees and briefs for any consultants employed. Positions must be advertised and the successful applicants selected on merit. Staff must receive adequate and appropriate payment and working conditions.
- Grant recipients must have public risk and/or any other appropriate insurance cover for all measures, works and activities. People employed during the project must be covered by workers compensation insurance.
- Grant recipients are responsible for promoting the project to any specialist groups and to the general community. Projects should include a plan and a budget for publicity and the production and distribution of any literature, audio-visual material and/or the final report.
- Grant recipients must recognise the support of the NSW Government in all publicity and project materials. This must be through the use of the Waste Challenge logo and the statement supplied in the grant agreement. Recipients must also invite the Government to participate in significant project events, e.g. launches, open days.
- The Government has the right to publish and in other ways disseminate for the purpose of fostering waste minimisation any information, data or reports arising from the project.
- EPA approval must be sought to alter the project after the funding agreement has been finalised.
- Information must be provided on request to satisfactorily account for the project and grant expenditure.
- An independent financial report must be submitted with the final project report.

11. More Information

If you would like additional copies of the grant guidelines, please contact the

EPA Pollution Line:

Phone: 131 555

Fax: (02) 9325 5572

Email: info@epa.nsw.gov.au

or visit the EPA web site at:

<http://www.epa.nsw.gov.au/>

If you would like further information or assistance, please contact the

Waste Grants Coordinator:

Phone: (02) 9325 5829 or (02) 9325 5835

Fax: (02) 9325 5828

Email: bells@epa.nsw.gov.au

You are encouraged to discuss your waste minimisation project with the Waste Grants Coordinator before submitting your waste grant application.

Information seminars to assist grant applicants will be held before the closing date, 31 July 1998. Please contact the Waste Grant Coordinator (above) for details.

Many waste boards also offer assistance to applicants applying for a waste reduction grant.

APPENDIX — WASTE PLANNING & MANAGEMENT BOARDS

Waste Board	Constituent Councils	Contact Details
Central Coast	Gosford, Wyong	Mr. Bruce Watters General Manager PO Box 347 GOSFORD NSW 2250 (02) 4323 4343 ph. (02) 4325 3711 fax. ccwasteb@acay.com.au
Hunter	Cessnock, Lake Macquarie, Maitland, Newcastle, Port Stephens	Mr. Tony Cade General Manager PO Box 307 WARATAH NSW 2238 (02) 4940 0400 ph. (02) 4940 0399 fax. hwpmc@idl.com.au
Illawarra	Kiama, Shellharbour, Shoalhaven, Wollongong	Mr. John Riggall General Manager PO Box 460 DAPTO NSW 2530 (02) 4262 2200 ph. (02) 4262 2533 fax. ilawaste@bigpond.com
Inner Sydney	Ashfield, Auburn, Burwood, Concord, Drummoyne, Leichhardt, Strathfield, Sydney	Mr. Ken Sullivan General Manager Suite 2, Level 11, Town Hall House 456 Kent Street SYDNEY NSW 2000 (02) 9261 2777 ph. (02) 9261 2577 fax. iswb@wasteboard.nsw.gov.au
Macarthur	Camden, Campbelltown, Wollondilly, Wingecarribee	Mr. Les McMahon General Manager PO Box 1441 CAMPBELLTOWN NSW 2560 (02) 4628 4588 ph. (02) 4628 9925 fax. mwb@macwaste.org.au
Northern Sydney	Hornsby, Hunters Hill, Ku-ring-gai, Lane Cove, Manly, Mosman, North Sydney, Pittwater, Ryde, Warringah, Willoughby	Mr. Bernie Murphy General Manager Suites 1 & 8, 47A Penrose St LANE COVE NSW 2066 (02) 9428 5673 ph. (02) 9428 5674 fax nswb@bigpond.com
Southern Sydney	Botany, Canterbury, Hurstville, Kogarah, Marrickville, Randwick, Rockdale, South Sydney, Sutherland, Waverley, Woollahra	Mr. John Patterson General Manager Locked Bag 300 BOTANY NSW 2019 (02) 9316 9199 ph. (02) 9316 9586 fax. wastesth@mpx.com.au
Western Sydney	Bankstown, Baulkham Hills, Blacktown, Fairfield, Hawkesbury, Holroyd, Liverpool, Parramatta, Penrith	Ms Jane Pretty General Manager PO Box 1101 BLACKTOWN NSW 2148 (02) 9676 6299 ph. (02) 9676 6363 fax. wswmb@region.net.au