

2018 Loddon Mallee Landfill Diversion Fund

Part 1: Guidelines and Conditions

Part 2: Application Form

**Applications close at
2 pm AEST Monday 26 November 2018**

Please ensure your application is submitted by the closing time on the closing date.
Late applications will not be accepted.

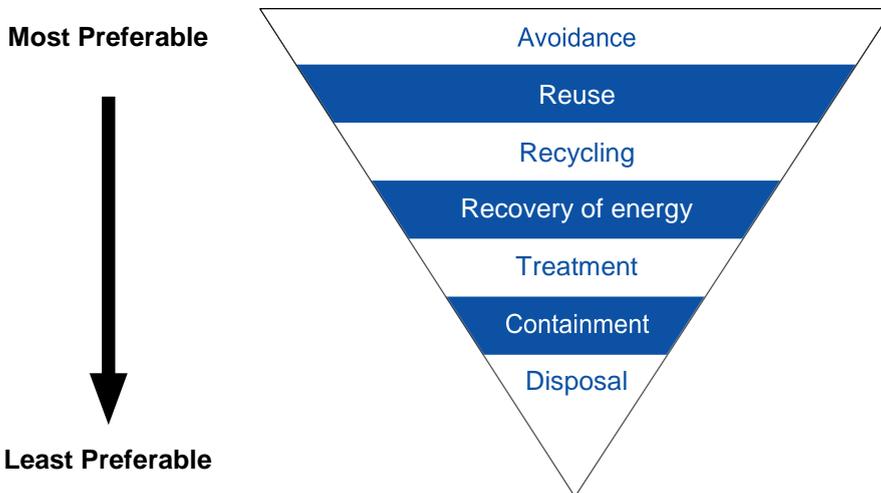
Part 1: Guidelines

Introduction

The 2018 Loddon Mallee Landfill Diversion Fund is aimed at assisting councils, business, industry and community groups in the region to deliver projects that help reduce the amount of waste going into landfill from the residential, commercial and industrial (C&I) and construction and demolition (C&D) sectors, in line with the Loddon Mallee Waste and Resource Recovery Group (Loddon Mallee WRRG) Business Plan, and Loddon Mallee Waste and Resource Recovery Implementation Plan (regional implementation plan) priority actions.

This Loddon Mallee Landfill Diversion Fund supports the waste management hierarchy, one of the fundamental principles of environmental protection in the Environment Protection Act 2010, as depicted in Figure 1.

Figure 1 Waste management hierarchy



Source: EPA Victoria website <http://www.epa.vic.gov.au/your-environment/waste>

Who can apply?

Councils, Community, Business and Industry

Applicants must be based within the Loddon Mallee WRRG region and/or provide services and activities within the region, which covers the municipalities of the City of Greater Bendigo, Buloke Shire Council, Gannawarra Shire Council, Loddon Shire Council, Macedon Ranges Shire Council, Mildura Rural City Council, Mount Alexander Shire Council and Swan Hill Rural City Council.

How much funding is available?

The total amount of funding available is \$100,000. Each application can apply for a minimum amount of \$10,000 and funds up to and including \$100,000.

As the Victorian State elections are scheduled on Saturday 24 November 2018, the Victorian Government will assume a caretaker role from 6:00 pm on 30 October 2018 (or an earlier date if the Legislative Assembly is dissolved earlier), until such time that either it becomes clear that the incumbent government will be returned, or when a new government is commissioned.

In line with the caretaker conventions, the incoming government will determine whether to proceed with this grant process and award the grants after the caretaker period. Applicants should be aware that:

- *all information about this grant process represents the position of the current government only, and is subject to change; and*
- *the incoming government may decide to not proceed with this grant process.*

How will projects be assessed?

Once applications have been submitted, they will be assessed on the following weighted criteria:

Contribute to delivering of the Business Plan 2017-2020 Vision (25%)

Reduce waste to landfill through the use of innovative and sustainable solutions. This includes projects that:

- Deliver best practices to reduce waste to landfill, improve recycling, sorting and end market value of waste materials.
- Provide material specific recovery, reuse and reprocessing of waste materials that would have otherwise gone to landfill. i.e. organic material, plastics, glass, aggregate, polystyrene, textiles (mattresses), tyres and municipal residual waste material.
- Inform and encourage development of reuse and reprocessing of materials and markets in the region, that will achieve a step change in material recovery and reduce waste to landfill.
- Encourage innovative and effective public and private initiatives, investments and partnerships in waste and resource recovery infrastructure to achieve a step change in material recovery and reduce waste to landfill.

Delivery Certainty (20%)

The project plan and timelines demonstrate:

- Clear project idea, objectives and aims
- A sound approach to delivery
- Proof that the applicant has investigated appropriate approval and licenses, if applicable
- Knowledge of the subject area and why the project is needed.
- A clear monitoring and evaluation approach to measure the effectiveness of the project
- A clear communication and stakeholder engagement approach

Project innovation / non-duplication of existing service (15%)

- The project offers a new initiative and championing of new approaches.

Value for Money (40%)

- Clearly shows volumes and types of waste material that will be diverted from landfill.
- A realistic and clear project plan, timelines and budget.
- Partnership arrangements with other organisations
- A cash and/or in-kind monetary contributions from the applicant and partners.
- Has potential for broader application benefiting the region
- Demonstrates how the project will be adopted within the region to ensure maximum longevity and continuous behavioral change.

Potential Projects

Examples of projects that may be eligible for funding include:

- Development or improvement of a system that increases the value of waste materials previously going to landfill, resulting in greater re-use and/or recycling.
- Development of a waste management sorting system that is more practical and effective than services currently available that provides an increased amount of waste diverted from landfill.
- Implementation and/or reinforcement of positive behavioral waste management practices that clearly provides a reduction of waste to landfill.

Note – infrastructure and/or equipment is eligible for funding for the above potential projects.

What will not be funded?

Applications for funding will not be accepted if:

- The project relates to the establishment or change of an existing public/private Transfer Station.
- The project duplicates an existing waste management service already available through council, businesses, industry or another community group.
- The project has no obvious positive impact on waste and/or resource recovery that reduces waste to landfill.
- The project or system could be implemented without the need for funding assistance.
- The project is school-based.
- Funding is sought for a maintenance project or the replacement of existing infrastructure and/or equipment.
- Funding is sought for salaries or wages for staff.
- The project will be completed before the funding is announced (funding is not provided in retrospect).

How do I apply?

Interested organisations must discuss the project idea with the LMWRRG Market Development Manager, Ian Gillingham before starting an application to receive a reference number for their application. Telephone 0429 820 570 or email ian.gillingham@lmwrrg.vic.gov.au

Applications must be submitted electronically via the editable Loddon Mallee Landfill Diversion Fund Submission Form to:

ian.gillingham@lmwrrg.vic.gov.au

- The email subject line must read “2018 Loddon Mallee Landfill Diversion Fund”.
- Each project must be in a separate email
- Emails must not be greater than 10MB in size
- LMWRRG will send a formal email reply confirming receipt of applications
- For any enquiries call 0429 820 570 or email ian.gillingham@lmwrrg.vic.gov.au
- **Applications close at 2 pm AEST Monday 26 November 2018. Late applications will not be accepted**

Application Process and Timing

1. **Funding round open for 9 weeks – 24 September to 26 November 2018**
2. **Applications submitted – prior to 2 pm AEST Monday 26 November 2018**
3. **Applications assessed – November 2018**
4. **Board Meeting (decision) – 7 December 2018**
5. **Applicants notified, and funding milestones established – December 2018**
6. **Final project reports received, and funding acquitted as per milestones – 2 December 2019**

General Conditions

- Late applications will not be accepted.
- Necessary permits and approvals (i.e. council planning and/or building permits) must be gained for any projects that require them.
- To receive funding, successful applicants must enter into a Funding Agreement with the Loddon Mallee Waste and Resource Recovery Group and adhere to all conditions outlined in the agreement.
- Written confirmation from the supplier for any in-kind contribution detailed in the application must be provided to the Loddon Mallee Waste and Resource Recovery Group upon request.
- Applicants agree to participate in any promotions in relation to the Loddon Mallee Landfill Diversion Fund and agree to acknowledge funding provided by Loddon Mallee Waste and Resource Recovery Group.

Application Conditions

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

- Successful applicants will be required to enter into a funding agreement with the LMWRRG. The funding agreement terms and conditions (including milestone payments and reporting requirements) must be agreed to and signed prior to funding being provided.
- Milestone funding payments will be provided to successful applicants in line with the agreed milestone payments after receipt of an invoice from the applicant.
- Funds must be spent on the project as described in the application and as outlined in the funding agreement as well as meet best practice standards. Failure to do so will result in a request by LMWRRG to repay funding.
- Financial and/or in-kind contributions are required from all successful applicants.
- All milestone deliverables must be satisfactorily completed by the recipient within agreed timeframes and all costs associated with each respective milestone stage of the project must have been incurred and evidence of expenditure must be provided in the form of tax invoices with the milestone reports.
- Projects must be finished within twelve months (December 2019) from the date of the funding offer (December 2018) or funding may be withdrawn.
- Projects will not be funded retrospectively, nor will funding be provided to projects that have already commenced.
- Successful applicants will be required to provide the LMWRRG with satisfactory baseline and progress milestone reports throughout the duration of the project, and a final evaluation report after the completion of the project as per the funding agreement milestones.
- Projects must acknowledge the support of the Victorian Government and the 2018 Loddon Mallee Landfill Diversion Fund in all project communications (such as brochures, flyers, media releases, social media, website, etc.) This acknowledgement must be approved by LMWRRG prior to public release.
- Project information provided by successful applicants will be used by the LMWRRG for program evaluation purposes and case studies that may be used by the LMWRRG in future communications or for annual reporting purposes.
- Applicants must carry out their work with professional skill, care and diligence and in accordance with all laws, codes and standards.
- Applicants must provide any information, report, statement or declaration relating to the project within 14 days of a written request from the LMWRRG.
- Applicants must be, and continue to be, solvent and financially viable to the satisfaction of the LMWRRG to receive funding. Applicants will be ineligible, or the LMWRRG will withdraw any funding offer or terminate any funding agreement, if, in the opinion of the LMWRRG, the applicant is not solvent and financially viable.
- The funding may be terminated by the LMWRRG by giving written notice to the applicant if the applicant fails to comply with the conditions and funding agreement of this fund; provides false or misleading information; or becomes financially insolvent. If the funding is terminated, the LMWRRG reserves the right to demand repayment of any fund monies paid.
- The applicant hereby indemnifies and agrees to keep indemnified the LMWRRG from and against all or any actions, claims, demands, losses, damages costs and expenses for which the LMWRRG shall or become liable in respect of or arising from any breach by the applicant or its servants and agents or any person of its obligations under the fund.
- The LMWRRG is not liable to the applicant in any circumstance whatsoever for any consequential, indirect or incidental loss, special loss or damage or economic loss, loss of revenue, loss of production or loss of profit (whether direct or indirect).
- LMWRRG will consider funding applications from councils, registered businesses, incorporated community groups and eligible service organisations that are legal entities and either for profit or not for profit. All applicants must provide evidence of public current liability insurance to the minimum of \$10 million. If the organisation is not a legal entity, an eligible organisation can apply on their behalf, through auspicing arrangements, provided the auspiced body has the necessary legal entity status to enter into a funding agreement with LMWRRG and agrees to administer funding on their behalf. E.g. if a small voluntary committee is auspiced by a larger parent organisation, the parent organisation may be able to apply for funding on behalf of the committee. Auspicing means that an organisation with a legal not for profit status takes responsibility for ensuring funding is used as specified in the funding agreement. Auspicing is commonly undertaken for community organisations or groups that are not yet legally constituted as a not for profit entity (Incorporated Association, a Public Company Limited by Guarantee, a Cooperative Society or a Trust).

By submitting a funding application, you agree:

- that you are bound by these conditions
- that you will lodge your application using the prescribed application form, by the closing time and date in accordance with the lodgment method. Late applications will not be accepted.
- that these conditions, together with the application form and any other documents specified by the LMWRRG, form part of the fund
- to submit all documents as required by the fund application form
- that the fund application documents become the property of LMWRRG upon lodgment
- to license the LMWRRG to use and reproduce the whole or any portion of the application documents for evaluation, reporting and audit purposes
- you have declared all actual or potential conflicts of interest in your application

The LMWRRG will:

- send an email confirming electronic receipt of applications
- reject applications received after the closing time and date.
- assess applications against the weighted criteria and determine which applications will be funded
- advise the outcome of the fund process
- not be liable for any deficiency within the application form or other associated documents
- not warrant the accuracy of the application form.

The LMWRRG may:

- change any details in the application form
- extend the closing time
- reject any unacceptable application
- contact other clients of applicants or any other relevant persons to obtain additional information
- negotiate with one or more applicants
- accept the whole or any part of your fund application.

Part 2: Application Form

Complete all fields unless advised otherwise

Section 1 – Applicant contact and organisation information

Organisation details

Reference number: _____

Name of organisation: _____

Primary 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 by the applying organisation to make the application*):

Title: _____ First name: _____ Surname: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Type of organisation (*select only one*):

Community Group - Type (*select only one*): not-for profit other (*see below*)

Business/Industry - Size (*select only one*): small-medium large

Local government

If 'other' was selected above, please describe the type of organisation _____

Applicant organisation's Australian Business Number (ABN) _____

or Incorporation Number _____

Size of the organisation _____ Number of employees _____

Section 2 – Project overview

Questions in this application form will directly address the weighted criteria and will then form the basis for the assessment of your application. The weighted criteria can be found in the section “how will the project be assessed?” on page 3, but below is an overview of how it is broken down:

- **Contribute to delivering the Business Plan 2017-2020 including the Regional Implementation Plan priority actions (25%)**
- **Delivery Certainty (20%)**
- **Project innovation / non-duplication of existing service (15%)**
- **Value for Money (40%)**

1. Project manager details *(this will be the main contact person for the project):*

Name: _____

Email: _____

Telephone: _____

Position: _____

Address: _____

2. What is the project name? *This name will be used on all correspondence and promotional material. The project name should be no more than 10 words.*

Name of project:

3. Where will your project occur? *List the address of where the project will take place or, for a behavior change program, the locations/suburbs which will be included in the project*

Location of project: _____

Project description

4. Describe your project *Include details of what your project involves, the objectives and how it will be implemented.*

5. What is the focus of the waste project? *Please tick those relevant. For each category you tick, you must quantify these outcomes in question 14.*

Waste avoidance Waste Reduction Reuse Recycling Reprocessing Waste Sorting

6. List the waste materials your project will reduce to landfill or recover.

7. What type of waste project is it? *Please tick those relevant. You must detail each of these project types you ticked in your detailed project plan Attachment 1.*

Infrastructure and implementation projects Research and development and demonstration projects
Behavior change/capacity building projects Innovation Projects Other (*please provide detail below*)

8. Provide evidence for your project approach. *List existing research or previous work supporting the projects objectives, methodology and outcomes.*

9. How will the project contribute to the achievements of the strategies and actions in the key priority areas of the Loddon Mallee Waste and Resource Recovery Group Business Plan 2017 to 2020 <http://lmwrrg.vic.gov.au/>. Including the priority actions in the regional implementation plan?

You must specifically reference the key priority area, strategies and actions from the Business Plan, and the priority actions in the regional implementation plan that your project will contribute to achieving.

10. Estimated length of the project and completion date (project must be completed by 2 December 2019)

11. Why is the project needed, how will this project benefit your business or organisation, and how will this project be adopted within your organisation to ensure long term benefits of waste reduction to landfill and continuous behavior change beyond the term of the fund contract?

12. How do you see this project assisting the region to achieve positive waste reduction and increased resource recovery?

13. How does this project differ from other systems that promote waste reduction and/or increased resource recovery?

14. Project Objectives (what will the project achieve). Detail the outcomes (include how you will measure them in Attachment 3 Monitoring and Evaluation). Examples:

- xx tonnes of waste material recovered, sorted and reused, recycled or reprocessed that would have otherwise gone to landfill.

The outcomes must correspond with the project outcomes listed in Attachment 1 Project Plan

Tonnes:

Tonnes:

15. Do you have partnership arrangements with other organisations who will help deliver the project?

For multi-partner projects you must provide a signed letter from each partner that lists their financial and in-kind contributions and what they will do.

Section 3 – Supporting information

16. Supporting information from applicants installing infrastructure only

If the project involves infrastructure development/installation, provide a brief outline of how all users of the system, including maintenance staff, will be educated as to its purpose and proper operation.

17. Other Relevant Supporting Documents

Please list any attachments containing further information if you think this will help to better explain your project for example brochures, plans, drawings etc. Note: this is not a compulsory section. Attachments must be included with the submission of the funding application.

18. Project Plan (Attachment 1)

Please complete a detailed project plan in attachment 1 and submit with your project application. This section will inform the basis of the Milestones in the Funding Agreement for projects approved for funding.

19. Communications Plan (Attachment 2)

As part of the Funding Agreement you will be required to develop a detailed communications and engagement plan. For this application complete attachment 2 (Communication plan) and submit with your project application.

20. Monitoring and evaluation plan (Attachment 3)

Successful projects will be required to develop a detailed monitoring and evaluation plan as part of the Funding Agreement. Your monitoring and evaluation plan must evaluate if the objectives (question 14) of the project were achieved. For this application complete Attachment 3 (Monitoring and Evaluation plan) and submit with your project application.

21. Project budget (Attachment 4)

Complete the budget excel spreadsheet in Attachment 4 detailing the project income and expenditure, including the amount of funding requested and the cash and in-kind contributions.

- If you are committing in-kind contributions as part of the project budget, you must put details in the excel spreadsheet and sign the declaration in section 4, question 27 and 28.
- An in-kind contribution is a non-cash contribution that can be represented with a monetary value. It is a good or service that would otherwise need to be paid for by your organisation. In-kind contributions can include employee time (salaries, when the employer is providing existing staff to the project), donations of facilities and time (e.g. volunteers), services (e.g. a consultant), assets, or the provision of equipment and supplies. There is no GST component for in-kind contributions.
- Maximum funding is restricted to the federal award rates for any type of labour provided as indicated by Fair Work www.fairwork.gov.au
- 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).
At least two written quotations must be provided for all expenditure items for which the LMWRRG has been asked to contribute cash towards.
You must declare the expenditure items listed in the project budget table below as a true and accurate record/assessment. The declaration is in section 4, question 27 and 28.

Funding availability

- Evidence of expenditure will be required from all applicants to demonstrate costs incurred.
- Funding is available for eligible items only (potential projects, page 3). Ineligible items will not receive funding from the LMWRRG.
- The LMWRRG may request additional financial information during the assessment process.

Section 4 – Financial viability, insurance, agreements, declarations and application submission

Project risks

22. Identify the risks, rating and the management strategy

Risk	Risk Rating	Risk management strategy
	Critical High Medium Low	

Insurance

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

Name of insurance company _____

Insurance type Public Liability _____

Policy number/s _____

Expiry dates _____ Policy amount _____

Successful applicants may be required to provide additional insurance information including Professional Indemnity and Workers Compensation.

Infringements and conflict of interest

24. Infringement notices

Does your organisation have any current investigations, prosecutions or other enforcement action (such as a notice advising of a breach requiring action by your organisation) that is yet to be complied with or any findings of guilt, fines or other penalties imposed by a court or by the regulators (Environment Protection Authority Victoria, WorkSafe Victoria, others) in the last 10 years? (Note that The LMWRRG may confirm your response with the relevant regulators.)

Yes No **If you answered yes, please provide details:**

25. Conflict of interest: please select the appropriate box below.

No current or potential conflict of interest exists. (*Conflict of interest means any matter, circumstance, interest or activity affecting the applicant or its related persons which may or may not appear to impair the ability of the applicant to undertake the project diligently and independently or perform its obligations under any funding agreement with the LMWRRG in relation to the project.*)

I disclose the following conflict/s of interest and indicate below how I propose to manage it/them.

Financial viability – business/industry applicants only

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

- *A copy of the latest Annual Report must be provided with the application.*

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

Signature: _____ **Date:** _____

Print name: _____ **Position:** _____

(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)

Agreement & Signed Declaration

Please Note:

- This page MUST be printed, signed, scanned and returned as a.pdf file with emailed submissions. Electronic signatures will not be accepted.
- It must be signed by senior management who guarantees the organisation and partner financial and in-kind contributions.

27. PART A: Agreement

- I agree to submit a 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 LMWRRG, I agree to facilitate the LMWRRG waste assessors to attend the project site for a pre and post-program waste assessment to demonstrate the effectiveness of the implemented project, infrastructure, education or awareness raising programs (this will be a no cost to the successful applicant).

I declare that, as an authorised person, the applicant organisation will meet these terms.

28. PART B: Declaration. By checking the box and signing below, I declare that:

- The information in this application and attachments is to the best of my knowledge true and correct and agree to the fund application conditions.
- I will notify the LMWRRG of any changes to this information and any circumstances that may affect this application.
- I acknowledge the LMWRRG may refer this application to external experts or other government departments or agencies for assessment, reporting, advice, comment or for discussions
- I understand the LMWRRG is subject to the Freedom of Information Act 1982 (Vic) and that if a Freedom of Information request is made, the LMWRRG 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 in Attachment 4 are a true and correct record/assessment of the relevant costs associated with the project described in Section 2.

I declare that, as an authorised person, the applicant organisation will meet these terms.

Signature: _____ Date: _____

Print name: _____ Position: _____

(To be signed by a person with delegated authority to apply – i.e. chairperson, secretary, public officer or treasurer of the applicant organisation.)

Checklist

Applicants need to complete the following steps:

Complete the full project application (no greater than 10MB in size) and include:

Section 1 – Applicant contact and organisation information	Yes
Section 2 – Project overview	Yes
Section 3 – Supporting information including attachment 1 (Project Plan), Attachment 2 (Communications Plan), Attachment 3 (Monitoring and Evaluation plan), Attachment 4 (Project Budget).	Yes
Section 4 – Financial viability, copy of annual report, insurance, risks, infringements, conflict of interest, agreements, declarations.	Yes
Written quotations	Yes
Supporting documentation: for multi-partner projects attach a signed letter from each partner that lists their financial and in-kind contributions and what they will do; letters of support etc.	Yes

SUBMIT