

Introduction

* indicates a required field

Instructions

Before completing this form, you should have read the entire application and the [Guidelines](#):

In addition to the assessment criteria outlined in the guidelines you will be asked for details where applicable that may take extra time to prepare including:

Collaborative Partners

Name, ABN and evidence of a formal relationship to you such as a letter of support.

Related Entities (such as holding and subsidiaries etc.)

Name, address, ABN and relationship to your organisation.

Due Diligence

Public liability, professional indemnity and Workcover insurance

Any environmental, safety, and workplace compliance regulatory breaches in the last 5 years

Any relevant conflicts of interest

See the definitions in the guidelines and the relevant sections of the form for more details.

Incomplete applications and/or applications received after the closing date will not be considered.

Fields in the application form marked * are required fields. Applicants are unable to submit their application unless these fields are completed.

Eligibility

This section of the application form is designed to help you understand if you are eligible for this grant. Please review and complete these questions to ensure you are eligible to apply for this grant.

If you have any questions regarding these eligibility criteria, please email grants.enquiries@sustainability.vic.gov.au or call (03) 8656 6757.

Confirmation of eligibility

Applicants must:

- have read and understand the [program guidelines](#)
- be a Victorian local government or Alpine Resorts Victoria
- have a current Australian Business Number (ABN)
- be able to demonstrate financial and in-kind viability to undertake the project (will meet or exceed the minimum co-contribution requirements)

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- demonstrate the commitment of an organics processing facility or supplier to provide the recycled kerbside organic product. Examples include but are not limited to: collaborative procurement contract or written letter of support
- agree to comply with the [Terms of Participation in Grant Programs](#)
- agree to comply with the funding terms and conditions:
 - for grants \$50,000 or less read the [Short-form grant funding agreement](#).
 - for grants more than \$50,000 read the [General grant funding agreement](#).
- agree to comply with SV's [Terms of Participation in a Grant Program](#)

Projects must:

- align with the objectives of the Fund
- not have commenced or will not commence prior to entering into a funding agreement with SV
- use composted products that are derived from recycled **kerbside** food and garden organics (FOGO) or garden organics (GO) that meet the Vic EPA Determination *Specifications acceptable to the Authority for receiving processed organics*.
- be located in and service Victoria
- meet regulatory and/or planning requirements
- be completed by 30 June 2025

I confirm that my organisation and project are eligible to apply for funding. *

☐ Yes

☐ No

You have selected 'no' to eligibility criteria above. This makes you ineligible to apply for this grant. Please close without submitting.

For further clarification refer to the [program guidelines](#). If you have any questions please contact grants.enquiries@sustainability.vic.gov.au or call (03) 8656 6757.

About the Applicant

* indicates a required field

Applicant organisation details

Name of legal entity *

Organisation Name

Business or trading name (if different from legal entity name)

Main street address *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Postal address

Address

If your postal address does not appear eg. it is a PO box, select "can't find your address?" and fill out details below

Telephone *

Email

Primary contact

Name *

First Name

Last Name

Person authorised to receive notices in relation to this application.

Position held in organisation *

Telephone *

Email *

Must be an email address.

Organisation profile

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register | |
|---|--|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

About the organisation

Type of organisation *

☐ Local Government

☐ Alpine Resorts Victoria

Project overview

* indicates a required field

Project details

Project title *

Must be no more than 10 words.

Provide a name for your project. Your title should be short but descriptive.

Anticipated start date *

Must be a date.

Project must not start before being notified of outcome.

Anticipated completion date *

Must be a date.

Project must be completed by 30 June 2025

Project description

Provide a short summary of your project. *

Word count:

Must be no more than 200 words.

Be descriptive and succinct. This will be used to inform promotion of your project on the SV website and in media releases.

Project location

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Please provide the address and name of facility (if applicable) where the planned activity will take place, including town/suburb and postcode.

Name of project site *

Address *

Address

Do you have any additional project sites? *

☐ Yes

☐ No

Additional project locations

Please include all relevant sites involved in the project

| Facility name or description | Address | Planned project activities at site |
|------------------------------|---------|------------------------------------|
| Organisation Name | | |
| Organisation Name | | |

Project details

* indicates a required field

Your application will be assessed against the following weighted criteria:

- 1.**What** are you going to do? 30%
- 2.**Who** will deliver the project? 20%
- 3.**Why** is this project needed? 20%
- 4.**How** will the project be delivered? 30%

Describe your project, what you are going to do? *

Word count:

Must be no more than 300 words.

Describe what you are going to do and how the project meets the Fund's objectives.

Compare the proposed solution with the current practices *

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Word count:

Must be no more than 300 words.

Project objectives

Which objective(s) will the project meet? *

- ☐ build and diversify end markets for recycled organics by increasing the use of recycled kerbside organic products in council settings
- ☐ create local closed loop solutions to increase circular procurement behaviours in council
- ☐ increase knowledge and raise awareness of the benefits of using recycled kerbside organics to the community

At least 1 choice must be selected.

How will the project build and diversify end markets for recycled organics by increasing the use of recycled kerbside organic products in council settings? *

Word count:

Must be no more than 200 words.

How will the project create local closed loop solutions to increase circular procurement behaviours in council? *

Word count:

Must be no more than 200 words.

How will the project increase knowledge and raise awareness of the benefits of using recycled kerbside organics to the community? *

Word count:

Must be no more than 200 words.

Capability and capacity

* indicates a required field

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Do you have any Collaborative Partners?

☐ Yes ☐ No

Who will deliver the project - Lead Applicant

It is important to demonstrate you have a strong Project Team with a proven track record or relevant skills to deliver the project. In this section, you must demonstrate the Project Teams has the capacity (resources) and capability (skills) to deliver the project.

Note: The Lead Applicant is the responsible Contracting Party for delivery of this project.

| Team Member Name | Roles and responsibilities in this project | Relevant experience delivering similar projects |
|------------------|--|---|
| | | |
| | | |
| | | |

Collaborative Partners

Notes:

- SV will enter into a funding agreement with the Lead Applicant only. The Applicant will be liable for the delivery of the project.
- Collaborative Partnerships can only be established with other councils and/or the Alpine Resorts Victoria Board. The Lead Applicants will need to clarify the nature of their relationship with other councils and/or the Alpine Resorts Victoria Board and demonstrate their commitments to the project accordingly. Please attach letters support.
- Collaborative Partner(s) involved in project activities may be required to provide evidence of relevant insurance prior to a funding agreement commencing.

Name *

Organisation Name

Role and responsibilities in project *

Primary Address *

Address

Evidence of formal relationship - Letter of support *

Attach a file:

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

Does the Collaborative Partner agree to Sustainability Victoria using their name, logo for Promotions relating to the Project?

☐ Yes ☐ No

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Describe the project team's experience delivering FOGO related circular economy and or procurement activities. *

Word count:

Must be no more than 300 words.

What resources and capabilities will the project team contribute to the project? *

Word count:

Must be no more than 300 words.

Delivery Partners - supplier(s) of recycled organics

Delivery Partners support a project but provide no co-contributions (e.g., organics processing supplier).

Note: product must be derived from Victorian recycled kerbside organics.

Name of business supplying the recycled kerbside organics *

Evidence of commitment from organics processing facility or supplier. *

Attach a file:

E.g. collaborative procurement contract or written letter of support.

Project need - why

* indicates a required field

Why is this project needed in your municipality? *

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Word count:
Must be no more than 300 words.

How will this project benefit the council, community, industry, and market? *

Word count:
Must be no more than 300 words.

Why hasn't this project been implemented previously? *

Word count:
Must be no more than 300 words.

Does the project align with your council strategy? *

☐ Yes ☐ No

Provide details *

Project delivery

* indicates a required field

Project milestones

Outline the proposed timeline and key milestones for the project.

- Identify key stages, activities and dates in the delivery of the project
- Ensure you consider approvals that may be required from regulatory authorities such as the EPA.
- All projects must be completed by **30 June 2025**

In each milestone, please include:

- List of tasks to be completed as part of the of delivery the project. Tasks are jobs performed to deliver the results / deliverables.
- List of deliverables which are measurable, verifiable products or results generated by the project.

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| Milestone tasks (description of work) | Start date | End date | Deliverables |
|--|---|---|---|
| e.g. ordering equipment, project planning, conduct workshops, pilot demonstration, assessment report | Project must not start before being notified of outcome. Must be a date. | Must be a date and no later than 30/6/2025. | e.g. project plan approved, draft report, invoices and receipts |
| | | | |
| | | | |
| | | | |

How will you ensure the project can be delivered according to your timeline and milestones? *

Word count:
Must be no more than 300 words.

Risk management

How will you monitor and manage product quality and ensure the product is fit for purpose? *

Word count:
Must be no more than 200 words.

Describe the potential risks you anticipate and the strategies and practices you will put in place to minimise these risks.

| Identified risk | Risk rating | Risk likelihood | Management strategy |
|-----------------|-------------|-----------------|---------------------|
| | | | |
| | | | |
| | | | |

Project monitoring and evaluation

How will you measure the impact of the project? Consider the M&E processes to track such things as improvements to soil and plant health, tonnes of materials used, suitability for continued or expanded use within the municipality. *

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Word count:

Must be no more than 300 words.

How will your project be financially viable over the long term so that it can continue to deliver benefits beyond the life of the grant? *

Word count:

Must be no more than 200 words.

Engagement and project benefits

What are the ongoing benefits to council, residents, and the community? *

Word count:

Must be no more than 150 words.

How do you plan to disseminate the insights gained from this project to benefit other local governments and community? *

Word count:

Must be no more than 150 words.

Why do you want to use more recycled organics in your municipality? *

Word count:

Must be no more than 150 words.

Financial viability

Overview

Applicant (including project partner/s) co-contribution

- Applicants are required to make a co-contribution (\$1:\$1) to the total project cost. For every \$1 requested in grant funding, the Applicant must contribute \$1. The Applicant co-contribution can be cash or in-kind. Up to 100% of the co-contribution can be in-kind.
- **The co-contribution must be for eligible activities.**

For example, if your grant request is \$100,000 you must contribute at least \$100,000 in cash or in-kind.

Project costs - Expenditure items

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All expenditure items must be directly related to the project. Please note that expenditure items that have been incurred before the signing of funding agreement will be ineligible.

- Be specific
- Describe the individual items and costings

The **total project cost** is the sum of the funding request from SV and the Applicant's (including collaborative partner/s) contribution.

Please refer to the Guidelines for more details on the type of eligible funding items.

Project budget | Cash contribution

| Expenditure item (ex GST) | SV Funding Request (ex GST) | Applicant cash co- contribution | Collaborative partner/s cash co- contribution |
|--------------------------------|--------------------------------|---|---|
| Please label expenditure item. | Must be a dollar amount. | Must be for eligible activities Must be a dollar amount. | Must be for eligible activities Must be a dollar amount. |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |
| | \$ | \$ | \$ |

Project budget | In-kind contribution

| Expenditure item | Applicant in-kind contribution | Collaborative partner/s in- kind contribution |
|------------------|-----------------------------------|--|
| | Must be a dollar amount. | Must be a dollar amount. |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |

Total lead applicant cash contribution

\$

This number/amount is calculated.

Total collaborative partner/s cash contribution

\$

This number/amount is calculated.

Total lead applicant in-kind contribution

\$

This number/amount is calculated.

Total collaborative partner/s in-kind contribution

\$

This number/amount is calculated.

Budget summary

Grant Request

Total SV funding request

Applicant (including
Collaborative partners/s)
Contribution

Total cash co-contribution

Total Project Cost

Total project cost (ex GST)

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Total in-kind co-contribution

This number/amount is calculated.

Total cash and in-kind contribution

This number/amount is calculated.

Applicant related entities

* indicates a required field

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 conduct business at the same address as the Applicant, or the same address as the location of the activity for which the funding is sought.

[View example](#)

Does the Applicant have any Related Entities? *

☐ None ☐ Up to three ☐ More than three

Failure to disclose your Related Entities may make the application ineligible.

Related Entity

Name of the legal entity *

Organisation Name

Relationship to Applicant *

Related Entity Business Name if different to Legal Entity *

Does the Related Entity undertake any business activity? If so, what? *

Provide response if applicable

Primary address *

Address

Does the Related Entity employ any staff or engage with the public? *

☐ Yes ☐ No

Does the Related Entity conduct any activity which is subject to regulation by the Environmental Protection Authority (EPA)? *

☐ Yes ☐ No

Type of Legal Entity *

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Does the Related Entity have financial resources or assets valued at over \$1m? *

☐ Yes

☐ No

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
|---|
| ABN |
| Entity name |
| ABN status |
| Entity type |
| Goods & Services Tax (GST) |
| DGR Endorsed |
| ATO Charity Type More information |
| ACNC Registration |
| Tax Concessions |
| Main business location |

Must be an ABN.

ACN

Australian Company Number

If you have more than three Related Entities:

1. Complete and attach the [Related Entities template](#)
2. Attach the corporate structure

Attach the Related Entities template and corporate structure *

Attach a file:

Do you and/or your Related Entities have any other waste and resource recovery sites in Victoria? *

☐ Yes

☐ No

Name of facility

Address

| | |
|-------------------|--|
| Organisation Name | |
| Organisation Name | |

Due diligence

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* indicates a required field

All applicants must answer each question in this section.

Failure to disclose information or provide the required evidence may render your application non-compliant.

Insurance

Please complete details of insurance as relevant to your organisation. If you do not hold a particular type of insurance, please provide an explanation, e.g., no WorkCover as my organisation does not employ people or no Professional Indemnity insurance as my organisation does not provide professional advice.

Certificates of Currency will need to be provided if your grant application is successful.

In general, the types of insurance required are:

- Public Liability (\$10 million)
- Professional Indemnity (\$5 million) - where the organisation provides professional advice
- WorkCover

In addition to the above, SV advises all Applicants ensure the Service Provider/s they engage hold an appropriate level of cover.

Please select the type of insurance and the policy amount below.

Public Liability *

☐ Yes ☐ No

Minimum \$10m

Professional Indemnity *

☐ Yes ☐ No

Minimum \$5m

WorkCover *

☐ Yes ☐ No

Policy amount

\$

Must be a dollar amount.

Policy amount

\$

Must be a dollar amount.

If your organisation does not have any of the above insurances or the minimum required policy amount, please provide an explanation below. *

Word count:

Must be no more than 100 words.

Environmental, safety, and workplace compliance

Applicants and their Related Entities (and, where applicable, Project Partners and/or Project Participants) must declare any Environmental, Safety or Workplace Breaches in the last five years (*refer to Guideline Definitions*)

SV reserves the right to reject applications where the Applicant's compliance with Environmental and Safety Laws and Workplace Laws is unsatisfactory in accordance with the Guidelines.

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Does your organisation or a Related Entity (and, where applicable, Project Partners and/or Project Participants) currently or in the last five years have any reportable incidents or investigations, penalties, notices, prosecutions, litigation, warnings, enforceable undertakings, regulatory intervention or enforcement action from the EPA, WorkSafe or Fair Work Ombudsman or been in breach of any other Environmental and Safety Laws or Workplace Laws? *

☐ Yes

☐ No

Has the breach been resolved? *

☐ Yes

☐ No

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. *

Word count:

Must be no more than 200 words.

Attach relevant notice/s and evidence

Attach a file:

If the breach has not been resolved, explain why and what steps are being taken to rectify? *

Word count:

Must be no more than 200 words.

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.

Do you or your Related Persons (and, where applicable, Project Partners and/or Project Participants) have a conflict of interest? *

☐ 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.

Conflict of interest details *

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Word count:

Must be no more than 200 words.

Support material

Include any information, or equivalent, to help substantiate your application. For example, project plan, project budget, letters of support, pitch deck, promotional video (max 90 seconds), images or drawings of your project.

If additional rows are needed use the "Add More" button at the bottom of the table.

Name of document or description of URL

Upload the document

Or link to a URL

| | | |
|--|--|----------------|
| | | Must be a URL. |
| | | |
| | | |
| | | |

Feedback and comments

* indicates a required field

Applicant experience

How did you hear about this grant?

- | | | |
|---|--|--|
| <input type="checkbox"/> Sustainability Victoria email | <input type="checkbox"/> Internet search / Google | <input type="checkbox"/> News article |
| <input type="checkbox"/> Sustainability Victoria website | <input type="checkbox"/> Sustainability Victoria Facebook | <input type="checkbox"/> Waste and Resource Recovery Group |
| <input type="checkbox"/> I'm a previous applicant / recipient | <input type="checkbox"/> Sustainability Victoria Instagram | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Word of mouth/ referral | <input type="checkbox"/> Sustainability Victoria LinkedIn | |

Select the types of contact you made with SV for this application

- | | | |
|---|---|---|
| <input type="checkbox"/> Workshop/ info session | <input type="checkbox"/> Email correspondence | <input type="checkbox"/> I didn't make any contact with SV |
| <input type="checkbox"/> Watched recording of information session | <input type="checkbox"/> Phone call | <input type="checkbox"/> Application Review and Advisory Service (ARAS) |

Are you currently receiving or have you received any grant funding from SV? *

- ☐ Yes ☐ No

Within the last 5 years

Grant program name

Amount approved

Year (funding received)

| | | |
|--|----|-------------------|
| | | Must be a number. |
| | \$ | |

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| | | |
|--|----|--|
| | \$ | |
| | \$ | |

Do you have any other applications for funding from SV currently being assessed?

*

☐ Yes

☐ No

Grant program name

| |
|--|
| |
| |
| |

Feedback and comments

We appreciate the significant time and resources it takes to submit applications for funding, and welcome feedback on any aspect of the grants program including:

- application process
- guidelines
- program information, and
- how we might improve our service to you

How long did it take you to complete this application?

☐ 1 to 3 hours ☐ 3 to 5 hours ☐ 5 to 10 hours ☐ 10 to 20 hours ☐ More than 20 hours

Please provide your comments below.

| |
|--|
| |
|--|

Confirmation and declaration

* indicates a required field

Please ensure that all sections are completed and relevant information is attached before you submit your application form.

As per the guidelines, Applicants must agree to comply with the funding terms and conditions:

- for grants \$50,000 or less read the [Short-form grant funding agreement](#).
- for grants more than \$50,000 read the [General grant funding agreement](#).

Applicants who do not agree with the Funding Agreement Terms and Conditions must provide full details of proposed amendments that would render the contractual provision acceptable to the Applicant in the text box below.

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Applicants should note that significant or substantive variations will not be viewed favourably unless the Applicant is able to demonstrate the necessity for such variations. Should Applicants be successful, no further amendments to SV's standard terms and conditions will be considered.

Confirmation *

- ☐ I acknowledge that I have read, understand and my organisation agrees to comply with the grant funding agreement terms and conditions.
- ☐ I acknowledge that I have read, understand and my organisation does not agree with the grant funding agreement terms and conditions.

Please identify the clause number you disagree with and indicate briefly the issue and proposed variation if you have one

| Clause | Issue | Proposed variation |
|--------|-------|--------------------|
| | | |
| | | |
| | | |

*

- ☐ I acknowledge that SV may undertake checks with EPA, WorkSafe, Fair Work or other regulators about my organisation, my Related Entities' (and, where applicable, Project Partners' and/or Project Participants') compliance with Environmental and Safety Laws and Workplace Laws
- ☐ I acknowledge that my Related Entities (and, where applicable, Project Partners and/or Project Participants) agree to provide information to SV should EPA, WorkSafe, Fair Work or other compliance checks be required about their compliance with Environmental and Safety Laws and Workplace Laws
- ☐ I agree to provide information to the Victorian Recycling Industry Annual Survey to highlights the achievement of community and industry by establishing data on Victoria's overall waste generation and the quantities of waste material being recovered and diverted from landfill (mandatory requirement)
- ☐ I, (and where applicable our Related Entity/s and/or Project Partner/s) agree to provide information to an independent third-party provider to assess our organisation's financial capability

At least 4 choices must be selected.

Declaration

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 my organisation agrees to the [Terms of Participation in Grant Programs](#).

I acknowledge that SV may provide this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions.

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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 my organisation 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 my organisation's financial viability and also agree that my organisation will submit to an independent third-party financial viability check if considered necessary by SV.

I have advised my organisation's Related Entities and Project Participants that compliance checks with EPA, WorkSafe, Fair Work Ombudsman and other regulators may be required and if so, they will provide information to SV on request.

I agree to the funding conditions as outlined in the Guidelines if approved for funding.

I agree to collect and release data to SV including national data and reporting requirements post project completion.

I have read and understood that government [signage requirements](#) will be required for capital works projects over \$250,000.

I have read and understood that the [Local Jobs First Policy](#) may be applicable if the project meets the monetary thresholds.

I declare that my organisation currently holds relevant insurances as per the requirements specified in this application form.

I have authority to make this application on behalf of the Applicant.

Name *

| Title | First Name | Last Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Position *

Date *

Must be a date.

Privacy Statement

Sustainability Victoria 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 <http://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 Sustainability Victoria holds about you, please contact us in writing addressed to: privacy@sustainability.vic.gov.au

SV internal use only

Round

Stream

This number/amount is calculated.

Must be a number.