



Sponsorship Program Guidelines

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Introduction

The Tasmanian Waste and Resource Recovery Board's (WRR Board) Sponsorship Program provides funding of \$1,000 to \$10,000 to eligible organisations, events and individuals that support the delivery of the Tasmanian Waste and Resource Recovery Strategy (WRR Strategy).

The Sponsorship Program has a focus on supporting projects, organisations and events that clearly align with the WRR Strategy, demonstrate and road-test innovation, produce improved resource streams and circular supply chains, and deliver better services, products and outcomes for Tasmania.

Sponsorship Program Objectives

The objectives of the program are to support initiatives that:

- Improve understanding of resource recovery and/or circular economy services, processes, facilities or issues within Tasmania.
- Improve the reuse, repair, collection, sorting, processing, recycling and remanufacturing of priority materials in Tasmania (see below),
- Improve the capability and capacity of Tasmania's resource recovery services, processes and facilities across the state.
- Improve the Tasmanian circular economy, related resource recovery markets and the broader Tasmanian economy.

Waste Hierarchy

A key focus for the WRR Strategy is the improvement of resource recovery in Tasmania, and the prioritisation of services and processes that increase value from recovered resource streams, while reducing reliance on virgin resources and minimising waste to landfill. The Waste Hierarchy (Figure A, below) underpins this concept by providing a framework that prioritises processes based on their contribution to resource recovery outcomes and their value to the circular economy.



Figure A. Waste Hierarchy

Priority materials are identified in the WRR Strategy and updated from time to time. Current priority materials include:

- Construction and demolition products and materials
- Plastics products and packaging
- Agricultural and industrial plastics
- Organics
- Tyres
- Textiles, and
- Oil and chemical solvents.

Funding Allocation for 2025-26

The total funding allocation for the Sponsorship program for the financial year is \$100,000. Applications can be made for events or projects from \$1,000 to \$10,000. The Board reserves the right to close the Sponsorship Program prior to the advertised closing date should the available funding be fully allocated.

Eligibility Criteria

Applications for a sponsorship will need to meet the following criteria to be considered eligible for funding. You may be asked to supply documentation to support your eligibility claims as part of the proposal process or as part of an audit process.

Eligible sponsorship applicants must:

- be located, and have substantial operations, in Tasmania.
- nominate a principal applicant if the application is from a joint venture or consortium.
- in the case of a joint or consortium proposal, the parties must nominate a single, principal applicant. The principal applicant must be nominated in writing and provide written evidence of the support and degree of project involvement of all parties.
- have a track record of operating legally in accordance with relevant environmental and planning permits/licences and legal conditions.
- must disclose any past convictions contravening any environmental management or land use planning legislation in the last five (5) years. Past convictions do not necessarily exclude sponsorship applicants from successfully applying for sponsorship funding under this Sponsorship program.
- be able to demonstrate appropriate Work Cover and public liability insurance for the proposed project or event.
- include a signed declaration (sample template provided) from either the Chief Financial Officer, Chief Executive Officer, Board Chair, General Manager or equivalent to substantiate the applicant's ability to deliver the outcomes of the project, including information relating to:
 - Sites, operational premises and/or office locations,
 - Australian Business Number (ABN) registration,
 - Registration for Goods and Services Tax registration (GST),
 - Insolvency, and not have owners/directors who are an undischarged bankrupt,
 - External administration or have had proposals for orders to appoint liquidators, or to be wound up or dissolved, or any other action relating to insolvency, and
 - Financial and cash flow planning in place to ensure the delivery of the project on time and to budget.
- demonstrate cash or in-kind contribution to the project of 50%, unless clearly explained as part of the project proposal.
- provide bank account details in the same name as the applicant.

Political parties, organisations established to promote a political party, or organisations whose primary purpose is political advocacy are not eligible.

Eligible sponsorship proposals must:

- be submitted via the approved form in SmartyGrants, unless otherwise negotiated prior,
- be for projects geographically located in Tasmania, and for the benefit of Tasmanians,
- include project activities that will improve the reuse, repair, collection, sorting, processing, recycling and / or remanufacturing capacity in Tasmania,
- include relevant business planning commensurate with the scale, purpose and potential risks associated with the project, activity or organisation.
- include projects, acquisitions and activities relating to improved facilities, equipment and/or systems.
- include details of waste avoidance/reduction/reuse/recycling measures being incorporated into the project delivery. This is particularly important for sponsorships involving events; please demonstrate how the event is being planned to minimise waste.

Eligible sponsorship proposals may:

- have commenced the planning and/or design of their proposed activities.
- have associated development approvals, permits and/or licencing in place.
- include upgrades or new facilities, equipment or systems that improve the outcomes and outputs of current operations.
- include scoping, planning, research or investigative activities.

Ineligible project costs include:

- costs not directly related to the activities of the proposal or otherwise not specified as a requirement of the sponsorship,
- ongoing costs incurred after the sponsorship period is completed (e.g., operating and maintenance costs),
- retrospective payments or expenditure incurred prior to signing of sponsorship agreement/s,
- GST payments,
- contingency allowances,
- any costs incurred due to non-compliance with legislation,
- costs of preparing the sponsorship proposal and/or associated supporting materials such as project plans,
- corporate overheads and on-costs, including legal and technical expenses, professional and clerical salaries of employees,
- permits, licencing and/or development proposals, and
- business as usual expenses such as office furnishings and supplies.

Project timing

Applications will only be considered for projects that are expected to be complete and acquitted ideally within 6 months but no longer than 12 months from the date of funding. Contact waste.initiatives@nre.tas.gov.au if you have a project that does not meet this requirement.

Assessment against the Merit Criteria

Eligible proposals will be assessed against the following merit criteria. Assessment will rely on applicant's demonstrable experience, viability, feasibility, and ability to meet the objectives of the Sponsorship program. Applicants will need to provide evidence to satisfy the merit criteria below, demonstrating how the proposal meets the sponsorship objectives.

Merit Criteria

Design and merit of the project to deliver on the program objectives

How will your project, event or organisation meet the objectives of the Sponsorship program?

Capability and capacity to deliver

Describe the skills, abilities and experience of your team and your project management strategies to deliver the event or project.

Sponsorship funding impact

Describe the benefit Tasmania, and your project will gain from receiving sponsorship funding.

The Application Process

The WRR Board offers sponsorship year-round, or until the sponsorship allocation outlined in the WRR Boards operational plan is fully spent for the relevant financial year.

Applications for WRR Board sponsorship should be made via the approved form in SmartyGrants, accessible from the [WRR Board Sponsorship Program webpage](#).

The steps for sponsorship applications are as follows:

Step	Activity
STEP 1	Review Sponsorship Program guidelines and assessment criteria before starting an application to ensure you are adequately addressing the sponsorship program eligibility and assessment criteria.
STEP 2	It is recommended that you if you are unsure about meeting eligibility or any criteria, you contact the Program Coordinator and seek advice relating to determine suitability for sponsorship or other funding mechanisms.
STEP 3	Submit your application for assessment. Assessment of the application will usually take a minimum of 6 weeks . Applications should be made with appropriate time between application and event or project starting.
STEP 4	Following the submission of your application you will receive an automated email confirming it's receipt.
NOTE	Applications submitted after the round closes or the funding cap has been reached will not be accepted.

Sponsorship applicants should ensure that all supporting documentation provided is accurate and up to date.

What does a high-quality application look like?

A high-quality application:

- meets all eligibility criteria,
- demonstrates alignment to the sponsorship program objectives,
- clearly describes how sponsorship will be beneficial to the Tasmanian community and the WRR Strategy,
- demonstrates a readiness to commence the sponsorship and has appropriate project management capacity and capability to deliver the project on time and to budget,
- includes the attainment of any approvals and other regulatory compliances,
- clearly identifies the person who will be responsible for delivering the sponsorship activities and will be responsible for all reporting requirements under the sponsorship program.,

The Assessment Process

Information for all applicants regarding the assessment process is detailed below.

- Proposals are assessed against eligibility criteria and if deemed eligible are then assessed against the merit criteria.
- During the assessment process, further information to support or clarify any proposal may be requested.
- Proposals may undergo checks, including with the Environment Protection Authority (EPA), and other relevant regulatory bodies.
- The WRR Board (or Board CEO) will be responsible for reviewing all eligible proposals, assessment reports and making decisions on sponsorship funding.
- The WRR Board (or Board CEO) may be supported by advisors to provide technical, regulatory, economic, financial and probity advice on proposals.
- Eligible proposals may not receive the full of amount of sponsorship funding requested in their proposal.
- Applicants will be advised of the outcome of their proposal by email.
- Successful applicants will be required to enter into a sponsorship agreement (grant deed) which will include reporting against milestones and payment conditions.

Appealing a Decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for WRR Board sponsorships. The Board will consider appeals relating to administrative process issues in sponsorships management.

All requests must be in writing and emailed waste.grants@nre.tas.gov.au.

Your request must be received within 14 days from the date of the notification of the decision about your application.

Sponsorship Payments

Bank details

Successful applicants may be asked to confirm bank account details to process sponsorship payments. The bank account must be in the same name as the applicant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Return of funds

It is the responsibility of the applicant to provide correct bank details. Providing incorrect bank account details may result in funds being paid to an incorrect account. Such funds will need to be returned before attempting another payment. This

process may result in significant delays in Sponsorship funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

The recipient will be required to return some or all the funds if a sponsorship recipient:

- does not start, complete the activities or tasks required under the sponsorship funding agreement (including reporting obligations),
- does not use any of the sponsorship funding provided,
- if the information provided is found to be false or misleading, or
- if the recipient's situation changes in a way that prevents completion of the agreed purpose or any other obligations.

Goods and Services Tax (GST)

Sponsorships distributed under the program attract GST. Sponsorship payments to successful applicants, who are registered for GST, may be increased to compensate for GST payable. Where GST applies to the Sponsorship funding, a valid tax invoice noting the GST must be supplied by the successful applicant.

The receipt of sponsorship funding from this program may be treated as income by the Australian Taxation Office (ATO).

It is strongly recommended that, prior to submitting a proposal, applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving sponsorship funding.

Reporting and Acquittal

Reporting

Sponsorship recipients may be required to provide progress reports and financial statements relating to the project throughout the life of the sponsorship funding agreement and sponsored project. This will be outlined in the grant deed.

Acquittal

Sponsorship recipients will be required to provide an acquittal report and declaration statement, confirming that the Sponsorship funding was used as per the sponsorship funding agreement. Unless otherwise stated, it is a requirement that all sponsorships be acquitted.

How to report and acquit a sponsorship

Reporting and acquittal forms will be provided to recipients, which will request information relating to the activities and expenditure of the sponsorship funding and the project. Evidence such as quotations, invoices, receipts, statements, reports, etc., may be required to support the acquittal. In addition, recipients may also be required to provide photographs, data and details for a case study to promote the activities.

Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date may result in the recipient being required to return the sponsorship funding to the Department and may impact on future sponsorship funding opportunities with the Tasmanian Government.

Information Management

Publicity relating to sponsorship assistance

The WRR Board (or Board CEO) have oversight for disbursing public funds and are therefore accountable for the distribution of those funds. As part of the accountability process, the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered to be appropriate may be publicised through public websites, in Parliament or any other channels as appropriate.

Right to information

Information provided during the application, reporting and acquittal processes may be subject to disclosure in accordance with the *Right to Information Act 2009*. Any submitted material containing personal, commercial-in-confidence, or trade secrets should be clearly marked.

Confidentiality

Proposals are received in confidence, however by providing a proposal, applicants consent to the distribution of their proposal to the advisors, and to relevant regulatory bodies, for analysis and comment.

The WRR Board (or Board CEO) and Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The WRR Board (or Board CEO) may also:

- use information received in proposals for any other official business including publicity,
- use information received in proposals and during the delivery of the project for reporting purposes, and
- provide information to other Government regulators where legally required to do so.

Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department. A fee for this service may be charged.

Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.

Administration and Contact Details

The Sponsorship program will be administered by the CEO - WRR Board on behalf of the WRR Board. Program enquiries can be directed to waste.initiatives@nre.tas.gov.au.



Tasmanian Waste and Resource Recovery Board

For general enquires and more information:

Email: waste.initiatives@nre.tas.gov.au

Website: wrr.tas.gov.au