

Tasmanian Waste and Resource Recovery Board

Waste and Resource Recovery High Priority Infrastructure Grant Guidelines 2024



Tasmanian
Government

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Introduction

The 2024 High Priority Infrastructure Grant Guidelines (the grant) are part of the [Tasmanian Waste and Resource Recovery Board's](#) (the Board) 2023-24 High Priority Investment Program Package (the Funding Package). The Funding Package supports the implementation of the [Tasmanian Waste and Resource Recovery Strategy](#) (WRR Strategy) and includes:

- High Priority Infrastructure Grant,
- Schools Program,
- Remote Resource Recovery Program, and
- Peak Partner Program.

This grant is focussed on supporting infrastructure projects across a range of scales that will improve the capability and capacity of facilities, equipment and systems directly supporting resource recovery and the Tasmanian circular economy. Submissions that can demonstrate a clear improvement of the reuse, repair, collection, sorting, processing, recycling and remanufacturing of *priority materials*¹ will be prioritised.

Priority products and materials are as follows, and other materials and sectors will be considered on presentation of their merits:

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

Projects will be highly regarded where they can demonstrate:

- a strong capability and capacity to deliver,
- a readiness and commitment to commencing the project,
- end-use demand or a potential to improve market conditions,
- evidence of collaboration across supply chain for supply of material and sales,
- a clear community engagement strategy, and
- a significant and tangible benefit to the Tasmanian community and circular economy.

¹The Board's *Priority Materials* are those that pose the highest risk, face significant market barriers and are of strategic value across the broader Tasmanian economy, environment and community.

Funding

Total funding for the program is \$2,000,000.

Funding for individual projects is from \$10,000 to \$500,000.

A minimum cash contribution from the project proponent of 25% is required for project eligibility.

Grants above \$100,000 require an independent financial audit at the completion of the project as part of a final project report. Costs of the audit may be included in the project budget as eligible expenditure.

Eligible applicant:

Funding is available for commercial, not-for-profit, charitable, and local government organisations that can provide:

- ABN Registration, and,
- Evidence of Tasmanian business premises and substantial ongoing operational activities in Tasmania.

The following guidelines describe how proponents can apply to the grant program. Submissions which most closely align with the objectives of the grant and the WRR Strategy, and the broader objectives of the Tasmanian Government will be highly regarded.

Key Dates

Event	Date
Funding Round opens	9 February 2024
Applications Close	28 March 2024
Commencement of project²	Prior to 30 June 2024
Completion date of projects	30 June 2026

² For the purposes of grant funding, the project period commences on signing of grant deeds and the commencement of funding and the project activity period.

Grant Objectives

The objectives of the grant are to:

- increase and improve the reuse, repair, collection, sorting, processing, recycling and remanufacturing of priority materials in Tasmania,
- increase and improve the capability, capacity and availability of Tasmanian resource recovery services and processes across the state,
- expedite and expand the availability of facilities, equipment, systems and other infrastructure supporting resource recovery and the Tasmanian circular economy, and
- increase and improve the Tasmanian Circular economy, related resource recovery markets and the broader Tasmanian economy.

Eligibility Criteria

You may be asked to supply documentation to support your eligibility claims as part of the application process or as part of an audit process to confirm your claims were true and correct.

Eligible applicants must:

- Be located, and have substantial operations, in Tasmania.
- Nominate a principal applicant.
- In the case of a joint or consortium application, 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.
- 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 applicants from successfully applying for funding under this grant program.
- Be able to demonstrate appropriate Work Cover and public liability insurance for the proposed project.
- Include a signed declaration (sample template provided) from either the Chief Financial Officer, Chief Executive Officer, Board Chair, General Manager or an accountant to substantiate the

applicant's financial ability to deliver the outcomes of the project, including information relating to:

- sites, operational premises and/or office locations,
- Australian Business Number (ABN) registration,
- Goods and Services Tax registration (GST),
- Insolvency, and not have owners/directors who are an undischarged bankrupt,
- External administration or have had applications for orders to appoint liquidators, or to be wound up or dissolved, or any other action relating to insolvency,
- Financial and cash flow planning in place to ensure the delivery of the project on time and to budget.

Eligible projects must:

- be geographically located in Tasmania, and be for the benefit of Tasmanians,
- include project activities will improve the collection, sorting, reuse, repair, processing, recycling and/or remanufacturing capacity in Tasmania,
- include relevant business planning commensurate with the scale, purpose and potential risks associated with the project.
- include infrastructure projects, acquisitions and activities relating to improved facilities, equipment and/or systems.

Eligible projects may:

- have commenced project associated planning, design, development applications, permit applications and/or licencing before the eligible project period,
- include upgrades and improvements for existing facilities, equipment or systems that improve the outcomes and outputs of current operations.
- include capital expenditure, installation and commissioning of plant and equipment.

Ineligible Projects are:

- projects that do not include tangible outcomes such as resource recovery facilities, equipment or systems, and are of a scoping, planning, research or investigative nature only,
- business as usual activities, operations or processes,
- unable to provide all required documentation to demonstrate eligibility upon request.

Ineligible project costs include:

- costs not directly related to the activities of the project or otherwise not specified as a requirement of the funding,
- ongoing costs incurred after the project is completed (e.g., operating and maintenance costs),

- retrospective payments or expenditure incurred prior to signing of funding agreement/s,
- GST payments,
- any costs incurred due to non-compliance with legislation,
- costs of preparing the grant application 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 applications,
- business as usual expenses such as office furnishings and supplies.

The Application Process

The WRR Board is supported by NRE Tas, which uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops, and personal computers.

The online platform allows you to apply for a grant while the program is open. It also allows notifications to be sent throughout the grant application and funding process.

If you have difficulties accessing the online form, please contact waste.grants@nre.tas.gov.au to discuss alternative options.

STEP 1	Read these guidelines to ensure you and your project is eligible.
STEP 2	Register with SmartyGrants at https://nre.smartygrants.com.au/HighPriorityInfrastructureGrant
STEP 3	Review guidelines and application questions before starting an application. The application form will help structure your responses.
STEP 4	Complete the online application form and attach all required documentation.
STEP 5	Submit your application by the due date (28 March 2024)

Applicants should therefore ensure that all supporting documentation provided on time, is accurate and has been attached correctly before submitting.

Following the submission of your application via SmartyGrants you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.

What does a successful application look like?

A successful application:

- demonstrates compliance with all aspects of the eligibility criteria including an application submitted before the application closing date and time,
- demonstrates a good understanding of the purpose of the grant program,
- demonstrates that funded activities align to the purpose of the grant program by providing clear, concise, and well-structured answers to all the assessment criteria questions,
- describes the market barriers or other economic factors currently influencing the economic return or long-term viability of the project, and how funding will be beneficial and contribute to the circular economy in Tasmania.
- provides quality, documented evidence to substantiate any claims against the eligibility and assessment criteria, where requested,
- demonstrates a readiness to commence the project and has appropriate project management capacity and capability to deliver the project on time and to budget,
- includes project planning and/or a business case, commensurate with the scale of the project including at least 25% cash contribution to eligible project expenditure. For example, the plan must include a minimum \$2500 cash contribution from the proponent for \$10000 in eligible project expenditure,
- includes planning for the attainment of approvals and other regulatory compliances,
- clearly identifies the principal Project Manager (usually the principal applicant) who will be responsible for delivering the project and responsible for all reporting requirements under the grant program, and
- clearly identifies, the waste stream, and/or area of activity as per NRE waste categories listed in the [Data Recording & Reporting for Landfill Facilities Guideline \(Appendix 2 – Operational Standard: Material Classification\)](#).

The Assessment Process

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

- Applications must satisfy the eligibility criteria before being assessed against the merit criteria.
- All applications will undergo NRE Tas checks, including with the Environment Protection Authority (EPA), NRE Tas Investigation and Enforcement Services (IES) and other relevant regulatory bodies.
- An assessment panel will be responsible for assessing all eligible applications and making recommendations to the WRR Board. The assessment panel may be supported by advisors to provide technical, regulatory, economic, financial and probity advice on applications.

- Applications are received in confidence, however by applying, applicants consent to the distribution of their application to the advisors, and to relevant regulatory bodies, for analysis and comment.
- As the program has limited funding, all eligible applicants may not be successful.
- During the assessment process, further information to support or clarify an application may be required.
- It is important to note that eligible applications may not receive the full of amount of grant funding requested in their application.
- Applications will be assessed by order of merit and, as such, funding will be allocated on a ranking basis.
- Applicants will be advised of the outcome of their application by email.
- Successful applicants will be required to enter into funding agreements which will include reporting against milestones and payment conditions.

Assessment against the Merit Criteria

Eligible proposals will be assessed against the following merit criteria. These criteria are weighted towards applicants and projects with demonstrable experience, viability, feasibility, and their ability to meet the primary aim of the grant program. Applicants will need to provide evidence to satisfy the merit criteria below, demonstrating how they meet the grant objectives.

Merit Assessment Criteria	Weight
<p><i>Design and merit of the project to deliver on the program objectives</i></p> <p>How will your project implement the objectives of this Grant?</p> <p>For example:</p> <ul style="list-style-type: none"> • How will your project improve the collection, sorting, reuse, repair, recycling, processing, and/or remanufacturing capacity of priority materials? • How will your project improve services, outcomes, public or commercial access, reporting and data, and/or circular economy supply chains within Tasmania? • How will your project benefit the Tasmanian economy, environment and community? Will it create jobs, new markets, increase trade and/or accessibility to locally derived materials? 	<p>40%</p>
<p><i>Capability and Capacity to Deliver</i></p> <p>Describe the skills, abilities and experience of your team and your project management strategies.</p> <p>For example:</p> <ul style="list-style-type: none"> • what skillsets, resources and experience do you have within your project team that will increase the probability of a successful project, and the implementation of your project's outcomes? • What plans or processes do you have in place to monitor, track and report project implementation and outcomes through time? 	<p>30%</p>

<p>Funding Impact</p> <p>Describe the benefit your business and your project will gain from receiving funding.</p> <p>For example:</p> <ul style="list-style-type: none"> • How will funding improve, increase, allow or expand your business activities, improve resource recovery outcomes and/or increase your integration into the resource recovery sector and Tasmanian circular economy? • What financial barriers do you currently have to completing your project? • What other funding is also being utilised in the project? For example, are you leveraging other government funding or finance as part of your planning? 	<p>30%</p>
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Appealing a decision

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

All requests must be in writing and emailed to 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.

Grant Payments

Bank Details

Successful applicants will be required to provide their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. 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

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in 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 grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any of the 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 project.

Goods and Services Tax (GST)

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

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

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

Reporting and Acquittal

Reporting

Grant recipients may be required to provide progress reports and financial statements relating to the project throughout the life of the funding agreement and funded project.

Acquittal

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

How to report and acquit a grant

Reporting and acquittal forms will be provided to recipients, asking for information about the activities and expenditure relating to the Grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., may be required to support the acquittal.

Grant recipients may be asked to provide Annual Reports and a Statement of Expenditure certified by an independent, professional auditor. In this case, the recipient will be able to include the cost of obtaining the certified documentation as part of their project's eligible expenditure.

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 funding to the Department and may impact on future funding opportunities with the Tasmanian Government.

Administration and contact details

The Grant Program will be administered by NRE Tas on behalf of the WRR Board. Program enquiries can be directed to waste.grants@nre.tas.gov.au.

Publicity of grant assistance

NRE Tas and the WRR Board are 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 on public websites or in Parliament.

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

The WRR Board 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 Board and NRE Tas may also:

- use information received in applications for any other official business,
- use information received in applications 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.

Disclosure

The following applies to all successful applicants:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- please note that all obligations under the *Personal Information Protection Act 2004* (Tas) or the *Privacy Act 1988* (Cwlth) still apply.

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.



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