**SOUTH AUSTRALIAN GOVERNMENT TRADE WASTE INITIATIVE**

**APPLICATION FOR GRANT FUNDING**

**ROUND 3**

**RESOURCE PRODUCTIVITY ASSESSMENT**

Before preparing your application for grant funding, refer to:

* *South Australian Government Trade Waste Initiative Application Guidelines* to ensure your business meets eligibility criteria, and for information on the application and assessment process.
* *Resource Productivity Assessment Guideline* to make sure the subject of your application meets the minimum standards required for eligible resource productivity assessments.
* Both guidelines are available from <http://www.greenindustries.sa.gov.au/resource-productivity-assessment-program>.

Applications must:

* be complete and contain all the information that is relevant and necessary for assessment
* have relevant documentation attached
* provide current and accurate information
* not contain information that is false or misleading: applications considered to contain false or misleading information may be excluded from assessment, or in the event that a funding grant is awarded, applicants may be subject to repayment procedures.

**Lodgement**

Applications must be emailed to[oliver.lovat@sa.gov.au](mailto:oliver.lovat@sa.gov.au) by **5:00pm (ACDT) Friday 17 November 2017**. Any applications lodged after this time will be considered late applications. The decision to accept late applications will be at the discretion of Green Industries SA.

Email subject line should read: *RPA application: [insert business name] (1 of [x])*. Emails must not exceed 10MB. Multiple emails for one application will be accepted providing the subject line clearly links the multiple components.

Please keep a copy of your application form and all supporting documentation for your records, as this information will not be returned to you.

Green Industries SA (GISA) will acknowledge receipt of all applications within two weeks of submission. Additional information may be requested by GISA from the applicant to clarify aspects of the submission and to assist with evaluation.

Applicants are likely to be advised of the status[[1]](#footnote-1) of their application within 4 weeks of providing all requested information.

Please ensure all relevant fields and checkboxes in the Application Form are completed and all attachments are included in the package submitted to Green Industries SA. Applications missing this information will be deemed incomplete, and will not be progressed for evaluation until all checkboxes, fields and other documentation have been submitted in full.

**APPLICATION FORM**

**TRADE WASTE INITIATIVE - RESOURCE PRODUCTIVITY ASSESSMENT ROUND 3 (2017-18)**

(\*) denotes a mandatory field that must be completed: if not, the application will be considered incomplete and may not be considered for grant funding

**Application Contents**

1. Business details
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# 1. Business details

|  |  |  |  |
| --- | --- | --- | --- |
| \*Registered business name |  | | |
| \*Trading name |  | | |
| \*Address of the site which is to be the subject of the resource productivity assessment | Address:  Suburb: | | State:  Postcode: |
| To be eligible for grant funding, the resource productivity assessment site must be located in South Australia. If the site is not located in South Australia, your application cannot be considered for grant funding. | | | |
| Other business address (if relevant) | Address:  Suburb: | | State:  Postcode: |
| \*ABN: | | ACN: | |
| \*Applicant registered for GST | YES ☐ NO ☐ | | |
| \*Public Liability (min. $10 million) | YES ☐ NO ☐ PENDING ☐ | | |
| \*Workers Compensation Insurance | YES ☐ NO ☐ PENDING ☐ | | |
| *Please attach documentation as evidence of Public Liability Insurance cover and Workers Compensation Insurance cover (i.e. certificates of currency).*  To be eligible for grant funding, Public Liability Insurance to the value of at least $10 million must be obtained prior to execution of a Grant Agreement. | | | |
| \*Briefly describe your business, including:   * main business activity (services, products, other activities) * size (e.g. number of employees, production levels) * ownership (local, national, international) * key markets (local, national, international) * funding structure.   Reference to a website for further information is acceptable, providing the points above are covered in your response.  *Maximum 200 words* |  | | |
| \*Briefly describe the site which is to be the subject of the assessment, covering the dot points listed above  OR  enter “see above” if the site is the only location of the business  *Maximum 200 words* |  | | |
| How long has your business been operating? |  | | |
| \*How long has the business site (the subject of the assessment) been in operation? |  | | |
| \*Are there any relocation plans for the resource productivity assessment site within the next 24-36 months? | YES ☐ POSSIBLY ☐ NO ☐  If “yes” or “possibly”, please indicate where the operations will / might be relocated, the reason for relocation, and the timeframe for relocation. | | |
| \*Is there likely to be a change of ownership within the next 24-36 months? | YES ☐ POSSIBLY ☐ NO ☐  If “yes” or “possibly”, please add details below (and/or attach relevant information), including key dates and reason for change. | | |
| \*Which category best describes the site which is to be subject to the assessment (select one category) | ☐ Currently subject to SA Water volume and load based trade waste discharge authorisation  ☐ SA Water has estimated volume and load based (VLB) thresholds[[2]](#footnote-2) apply to the applicant  Not connected to SA Water trade waste (sewer) network: licensed under SA’s *Environment Protection Act 1993: Part 15: Schedule 1 - Prescribed activities of environmental significance: Section 6 – Food production and Animal and Plant Product Processing* in one of the following categories (select appropriate category):  ☐ 6(1) Abattoir, slaughterhouse, or poultry processing  ☐ 6(2) Brewery  ☐ 6(4) Fish processing  ☐ 6(5) Milk processing  ☐ 6(6)(b) Produce processing  ☐ 6(11) Winery or distillery  ☐ Not connected to SA Water trade waste (sewer) network or licensed under any category above: can provide evidence of meeting, exceeding or falling within trade waste VLB thresholds2. | | |
| *Please attach relevant documentation to your application as follows:*  SA Water customers:  Permission for SA Water to disclose relevant information to Green Industries SA for the purposes of the Trade Waste Initiative (primarily to check eligibility in accordance with trade waste volume and load thresholds, and to provide a summary of any previous advice provided by SA Water relating to trade waste improvement) – a template is available at <http://www.sawater.com.au/__data/assets/pdf_file/0007/65356/Confidentiality-Disclosure-Form.pdf>  Non-SA Water customers:  Copy of relevant EPA licence.  OR  Documentation / evidence of trade waste volume and load meeting, exceeding or falling within VLB thresholds2.  To be eligible for grant funding, the site which is to be the subject of the assessment must fall into one of the listed categories. If none of these categories apply, your application cannot be considered for grant funding. | | | |

# 2. Primary contact details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | **\***Name |  | | |
| \*Position |  | | | | |
| \*Email |  | | | | |
| \*Phone |  | | | Mobile |  |

# 3. Secondary contact details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | **\***Name |  | | |
| \*Position |  | | | | |
| \*Email |  | | | | |
| \*Phone |  | | | Mobile |  |

# 4. Project details

|  |  |  |
| --- | --- | --- |
| **\***Have you attached the project proposal / quote prepared by a supplier you have selected from the *Preferred Supplier List*? | | YES ☐ NO ☐ |
| To be eligible for grant funding, the proposed project must be delivered by one of the suppliers on the [*Preferred Supplier List*](http://www.greenindustries.sa.gov.au/preferred-suppliers-list). If you answered “no” above, your application cannot be considered for grant funding.  Please ensure the proposal / quote includes measurable timelines and deliverables (milestones) and a project costing and fee schedule for each milestone (i.e. a breakdown of project costs). The proposal should also include information relating to any actual or possible conflict of interest between the applicant/business and supplier. If the proposal is missing this information, your application may be considered incomplete. | | |
| \*Do you have a formal written agreement with your chosen supplier to undertake the resource productivity assessment? | | YES ☐ NO ☐ |
| *If “yes”, please attach evidence / a copy of the agreement*.  A formal written agreement is encouraged, and will support this funding application by demonstrating a higher level of commitment to the resource productivity assessment than those that do not have a formal written agreement with the supplier of assessment services.  ‘Evidence’ may be a signed acceptance form or email indicating you agree to the supplier undertaking the work, a more formal contract for services (legal documentation), or something similar which indicates a formal arrangement with the supplier.  It is acceptable for agreements with suppliers to be subject to funding approval, whereby the supplier will only be engaged to undertake work if the business is awarded funding through this grant program. | | |
| \*What is / are the key reasons you have chosen the supplier?  *Maximum 150 words* |  | |
| How many suppliers from the *Preferred Supplier List* did you contact about your resource productivity assessment? | | 1 ☐ 2-3 ☐ 4+ ☐ |
| How many quotes for resource productivity assessment services did you receive from consultants on the *Preferred Supplier List*? | | 1 ☐ 2-3 ☐ 4+ ☐ |
| If more than one quote was received, please list the names of all suppliers that provided quotes / proposals to undertake a resource productivity assessment for the site. | |  |
| \*Has the site been the subject of an SA Water Cleaner Production review, or another assessment that may be similar to the scope of a resource productivity assessment (e.g. an energy audit, water audit, waste and recycling review, eco-efficiency review, or lean production review) within the past 2-3 years? | | YES ☐ NO ☐ |
| *If “yes”, please attach final reports of all relevant assessments previously undertaken for the site.* | | |
| \*Briefly explain why you have chosen to undertake a resource productivity assessment for the site. Consider the following:   * What do you hope to get out of the assessment? * What are the key benefits for the business (consider economic, environmental and social benefits)? * If relevant, why have you chosen this site over any other site owned/operated by the business?   *Maximum 300 words* |  | |
| **\***Describe any similar projects managed by key staff, including their role in project delivery, key outcomes and learning.  *Maximum 350 words* |  | |
| \*Explain how the supplier will be provided with all necessary data, information and access to premises and staff to enable project delivery.  *Maximum 200 words* |  | |
| \*Describe how the business intends to implement recommendations arising from the assessment.  In your response consider how the business will determine what actions to implement, timing for implementation, and funding sources.  *Maximum 300 words* |  | |

# 5. Budget

|  |  |  |
| --- | --- | --- |
| \*Amount of Trade Waste Initiative funding you are seeking. | | $       (GST exclusive) |
| \*Amount of funding your business will contribute. | | $       (GST exclusive) |
| Indicate the level of in-kind support (such as labour / hours) you are anticipating will be provided by your business to support delivery of the resource productivity assessment. | |  |
| **\***Has your business applied for any other financial support for this project (e.g. from third parties including, but not limited to, Commonwealth, State or local government programs) | | YES ☐ NO ☐ |
| Note: The applicant/business is required to contribute a minimum 50% of the total assessment cost quoted by the selected supplier. Third party financial contributions cannot count towards the 50% contribution required to be provided (in cash) from the applicant/business. | | |
| If you answered YES above, please provide name(s) of third party(ies) and total amount of funding from each. |  | |
| Provides details of any other financial or in-kind contributions relating to the resource productivity assessment. |  | |
| \*If this application is unsuccessful, how will the project proceed in the absence of Trade Waste Initiative funding?  *Maximum 200 words* |  | |

# 6. Declaration

* I/we have read and understood the *Trade Waste Initiative Application Guidelines* and obtained clarification where needed.
* I/we declare the applicant complies with all relevant State Government and other laws.
* I/we declare that the information provided in this application, including attachments, is true and correct and discloses all required and relevant details.
* I/we understand that giving false or misleading information is a serious offence.
* I/we authorise Green Industries SA to seek any additional and relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
* I/we understand that if the project is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
* If I/we accept an offer of funding then I/we accept (jointly and severally in the case of a group application) responsibility for administering grant funds and liability in the event grant funds are to be repaid.

|  |  |
| --- | --- |
| Signed |  |
| Name |  |
| Position |  |
| Business |  |
| Date |  |

**The declaration must be signed to an appropriately authorised representative of the applicant business (Chief Executive or General Manager). It should not be signed by the contact person unless the contact person is the Chief Executive/General Manager.**

# 7. Checklist and attachments

|  |  |  |
| --- | --- | --- |
| Eligibility | | |
| \*I have read the guidelines to ensure the applicant is an eligible business and the project adheres to the eligibility criteria. | | YES ☐ NO ☐ |
| \*Funding requested is for no more than 50% of the cost of the resource productivity assessment quoted by the chosen supplier from the *Preferred Supplier List*. | | YES ☐ NO ☐ |
| \*All mandatory fields of the application form are complete. | | YES ☐ NO ☐ |
| Attachments: Supporting Information | Information Supplied | Attachment Number |
| \*Proof of Public Liability Insurance *(mandatory)* | YES ☐ NO ☐  PENDING ☐ |  |
| \*Proof of Workers Compensation Insurance  (mandatory) | YES ☐ NO ☐  PENDING ☐ |  |
| \*Documents required as evidence of trade waste volume and load (i.e. SA Water customers must provide permission to disclose information; non-SA Water or EPA-licensed applicants must supply evidence of trade waste volume and load)  OR  copy of EPA licence (for non-SA Water customers that are unable to provide evidence of trade waste volume and load) | YES ☐ NO ☐ |  |
| \*Resource productivity assessment proposal from supplier chosen from the *Preferred Supplier List*, which includes measurable timelines and deliverables (milestones) and a project costing and fee schedule for each milestone (i.e. a breakdown of project costs). | YES ☐ NO ☐ |  |
| Evidence / copy of formal written agreement with your chosen supplier to undertake the resource productivity assessment. | YES ☐ NO ☐ NA ☐ |  |
| Other (e.g. evidence of previous assessment(s) undertaken at the site)  *(Please Specify)* | YES ☐ NO ☐ NA ☐ |  |
| Other *(Please Specify)* | YES ☐ PENDING ☐ |  |
| Other *(Please Specify)* | YES ☐ PENDING ☐ |  |

1. Status can include notification that all information has been received and is currently being reviewed. Status of grant funding approval will be supplied following full evaluation of all application materials. [↑](#footnote-ref-1)
2. Thresholds are 8 tonnes Biological Oxygen Demand (BOD) or Suspended Solids (SS) per year; 16 tonnes Total Dissolved Solids (TDS) per year; 8ML volume per year. At least one of these thresholds must have been met continuously since 1 January 2015 on a 12 month rolling average basis. The amounts stated are equivalent to falling within 20% of SA Water’s VLB limits. [↑](#footnote-ref-2)