



Sample application form

National Product Stewardship Investment Fund (NPSIF) Grant Opportunity

Version July 2020

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

This is a sample only and may be subject to minor changes.

Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business names. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select National Product Stewardship Investment Fund
- Field 2 select National Product Stewardship Investment Fund

When you have selected the program, the following text will appear.

The National Product Stewardship Investment Fund provides grants to eligible entities for projects that will accelerate work on new industry-led product stewardship schemes and improve the rates of recycling rates across new and existing schemes.

For this grant opportunity \$14 million is available over three years.

You should read the grant opportunity guidelines and sample grant agreement before filling out this application.

You may submit your application at any time up until 5.00pm AEST 21 August 2020.

B. Eligibility

We will ask you the following questions to establish your eligibility for the National Product Stewardship Investment Fund grant opportunity.

Questions marked with an asterisk are mandatory.

Is your organisation incorporated in Australia? *

You must answer yes to proceed to the next question

Is your organisation one of the following entity types? *

- an incorporated not for profit organisation
- an incorporated trustee on behalf of a trust
- an incorporated association
- a company
- a company limited by guarantee.

You must select one of the following entity types to proceed to the next question

Does your project have a national reach or support a product stewardship scheme that has or is developing a national reach? *

You must answer yes to proceed to the next question

Does your project deliver against one or both of the NPSIF objectives? *

- the development of a new product stewardship scheme , or
- improving the recycling rates of an existing or new product stewardship scheme

You must answer yes to proceed to the next question

Do you have the mandatory evidence from your board or CEO that there is support for the project or will your CEO or equivalent submit the application?*

You must answer yes to proceed to the next question. You will be required to upload this document later in this form.

Is your organisation a scheme administrator of a regulated federal or state government product stewardship scheme? *

If the above question is answered with a yes, then proceed to next question. If no proceed to section C.

Is the proposed project related to a regulated scheme? *

You must answer no to proceed.

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Business postal address

You must provide your business postal address (Australian Head Office).

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.
- If yes, what was the latest complete financial year?

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#). Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Project activities

Provide an estimate of the anticipated progress you expect your project will achieve against the program outcomes during the period of your project.

You must provide an answer to at least one of the following program outcome questions, if any of them do not apply to your project, write not applicable.

Establishment of new industry-led product stewardship scheme/s

Your response is limited to 5000 characters including spaces and does not support formatting.

Expansion of existing industry-led product stewardship scheme/s

Your response is limited to 5000 characters including spaces and does not support formatting.

Increase in the availability of, access to, and/or use of product recycling schemes (include the current baseline and the estimated increase post project implementation)

Your response is limited to 5000 characters including spaces and does not support formatting.

Reduction of waste to landfill, including hazardous materials (include the current baseline and the estimated reduction post project implementation)

Your response is limited to 5000 characters including spaces and does not support formatting.

Increase in resource recovery rate/s (include the resource type, current resource recovery waste rate and what you estimate the resource recovery waste rates to be post project implementation)

Your response is limited to 5000 characters including spaces and does not support formatting.

Indicate which type of activities are included in your project:

Will your project include business case development activities?

- product design or end-of-life management options
- detailed assessments including cost benefit analysis, technical feasibility studies and market analyses

If yes, describe your business case development activities

Will your project include scheme design activities?

- identifying governance models for scheme administrators
- identifying existing standards or developing new standards, quality assurance or supply chain assurance models
- identifying domestic and international legal requirements to operate the proposed scheme
- considering options and consulting with industry to identify the best scheme model

If yes, describe your scheme design activities

Will your project include scheme implementation activities?

- establishing a governance structure to administer the scheme
- establishing management and reporting systems including quality and supply chain assurance
- Australian Competition and Consumer Commission authorisation process or other statutory approvals, including Environmental Protection Agency approvals
- stakeholder engagement and industry recruitment
- scheme trials
- awareness raising

If yes, describe your scheme implementation activities

Will your project include other activities?

If yes, explain the other activities and how they relate to the outcomes of the program.

Will your project contribute to an increase in the number of jobs in the waste and recycling sector?

How many and what type of jobs do you estimate will be created, will they be full-time or part-time and will they be on-going?

E.5. Project duration

Your project cannot start earlier than 2 January 2021

Your project must be completed by 31 March 2023.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

E.6. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 10 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

E.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address not a postal address.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$300,000

Labour on costs are limited to 30 per cent of your total eligible expenditure. Overseas travel expenditure is limited to 10 per cent of your total eligible expenditure.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			
	Labour		
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Labour on costs (up to 30% of eligible expenditure)		
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Contract		
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Travel Domestic		
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Travel Overseas (limit 10% of eligible expenditure)		

Type of expenditure	Head of expenditure	Financial Year	Cost
		2020/21	\$
		2021/22	\$
		2022/23	\$
	Other		
		2020/21	\$
		2021/22	\$
		2022/23	\$
Total			\$

Total Commonwealth Funding Sought (\$AUD and GST exclusive)

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

Where you have project partners or collaborators, add their contribution here

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (50 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Project alignment with objectives of the National Product Stewardship Investment Fund

Describe the activity and provide information that demonstrates:

- a. how your project will contribute to an improvement in product stewardship and/or increase the rates of recycling for one or more waste products across Australia
- b. the need for a new product stewardship scheme or increased recycling rates in relation to a product, including:
 - environmental, health and safety impacts of the product, and its impact on the overall waste management system in Australia and on overall landfill and material recovery rates
 - delivery against national waste priorities outlined in the 2019 National Waste Policy Action Plan
- c. how your project will improve participation from manufacturers, suppliers, retailers, organisations and consumers to support ongoing scheme sustainability, including:
 - raising awareness
 - engagement and collaboration with industries, businesses, households and other scheme administrators

G.2. Assessment criterion 2 (30 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

You must demonstrate this by identifying:

- your track record managing similar projects
- your access to personnel, with the right expertise and experience including management and technical staff, and other resources
- a sound plan for managing your project including timeframes and risks.

G.3. Assessment criterion 3 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Impact of grant funding on the project

You must demonstrate this by:

- describing the positive impacts the grant will have on the project scale and/or project timing that are additional to those likely to occur without the funding
- justifying the funding amount requested with respect to the project activities and intended project outcomes.

Sample

H. Project partners/ Collaborators

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Additional contact

Provide additional contact details.

J. Application finalisation

You must answer the following questions and add any supporting documentation required.

J.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest and how you anticipate managing them.

Your response is limited to 750 characters including spaces and does not support formatting.

J.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3. Additional information

. You should attach any additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

- Evidence of support for your Board (where applicable)

You must provide evidence from your board, CEO or equivalent that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding. Where the CEO or equivalent submits the application, we will consider this as evidence of support.

- Not for profit organisation

Where you have indicated your entity type is a not for profit organisation, refer to section 4.1 of the grant opportunity guidelines and demonstrate your 'not for profit status' through one of the given options: Incorporated association registration number or certificate of incorporation; current ACNC registration; constitutional documents or legislation.

J.4. Your ANZSIC code

: Provide the Australian and New Zealand Standard Industrial Classification (ANZSIC) details for your organisation

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

J.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

K. Primary application contact

The primary contact is the person authorised to act on behalf of the applicant. All correspondence (including legal documentation) relating to this application will be directed to this person, not the person who submitted the application.

Note: you must provide at least one phone or mobile number. Other than Title, all the remaining fields below are mandatory unless stated otherwise.

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

L. Application declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- National Product Stewardship Investment Fund Grant Opportunity Guidelines
- applicable Australian laws

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the National Product Stewardship Investment Fund Grant Opportunity Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further

consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

Sample