

**CIRCULAR ECONOMY MARKET DEVELOPMENT GRANTS**

***APPLICATION FORM***

***2023-24***

**Background**

The Circular Economy Market Development Grant program will provide support for South Australian businesses, local authorities, industry groups, not-for-profit organisations and research institutions to accelerate transition to circular economy business models and practices through supporting innovative and commercial solutions and practices that align with the principles of designing out waste, keeping materials/products in use longer, stimulating an increase in the quality, performance and market demand for recycled materials and recycled content products.

**Submitting your application**

All applications should be submitted on the application form attached to these guidelines and received by Green Industries SA **by 5pm Adelaide time, 19 February 2024**.

Applications will be assessed against the eligibility and assessment criteria listed in the Guidelines.

Please email your **completed application form, with a signed declaration**, including all **supporting documents** to: [serena.yang@sa.gov.au](mailto:serena.yang@sa.gov.au) with subject line ‘Circular Economy Market Development Grant’. Emails should not exceed 10MB.

**Checklist**

Before submitting your application, please check you have completed all the following:

☐ Read the Circular Economy Market Development Grant Guidelines 2023-24 in detail

☐ Completed the Application Form in full

☐ Signed the Declaration

☐ Attached copies of a Certificate of Currency for insurance (as required) and all supporting documents.

**Need assistance?**

Email [serena.yang@sa.gov.au](mailto:serena.yang@sa.gov.au) for more information and/or to check your eligibility.

**Section A: General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| A1. Name of Organisation (or the lead organisation administering the project if the proposal is submitted by a partnership) | | | |
| Registered business name: | | | |
| Trading name (if any): | | | |
| A2. Business registrations | | | |
| Australian Business Number (ABN): | | | |
| Australian Company Number (ACN): | | | |
| **A3. Is your organisation registered for GST?** | | | |
| ☐Yes ☐No | | | |
| **A4. Business address** | | | |
| Street address: | | | |
| Suburb: State: Postcode: | | | |
| Your postal address if different from your business address | | | |
| Street address: | | | |
| Suburb: State: Postcode: | | | |
| A5. What is the legal status of your organisation? (Select only ONE box) | | | |
| ☐Proprietary limited company ☐Incorporated association | | | |
| ☐Company limited by guarantee ☐Other (please detail) | | | |
| **A6. Primary contact details** | | | |
| Name: |  | Position: | |
| Tel: |  | Mobile: | |
| Email: |  | Web: | |
| **A7. Name of partner organisation and contractors for this application (if any)** | | | |
| **Partner 1** | | | |
| Name: | | | |
| Address: | | | |
| **Partner 2** | | | |
| Name: | | | |
| Address: | | | |
| **Partner 3** | | | |
| Name: | | | |
| Address: | | | |
| **A8. Insurance (please attach copies of Certificates of Currency as required)** | | | |
| **A9. Applicant background** | | | |
| How long has your organisation been in operation? | | |  |
| How many FTEs does the organisation currently employ? | | |  |
| How many FTEs are based in South Australia? | | |  |
| Annual turnover for the last two financial years? | | | 2021-22: $ |
| 2022-23: $ |
| Briefly describe the core business of your organisation (e.g. your product or service, market segment and major customers etc): | | | |

# Section B: Eligibility Criteria Checklist

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| --- | --- | --- |
| **To be eligible for funding the applicant must meet all eligibility criteria below** | | |
|  | **Yes** | **No** |
| **B1. Will the applicant be undertaking/implementing the project whereby the primary focus and benefits are for South Australia?** | ☐ | ☐ |
| **B2. Is the applicant solvent and able to enter into a legally binding funding agreement with the South Australian Government?** | ☐ | ☐ |
| **B3. Does the applicant have a current Australian Business Number and registered for GST and complied with all federal and state laws, regulations and any applicable Environment Protection Authority requirements?** | ☐ | ☐ |
| **B4. Has the applicant been operating for a minimum of two years?\*** | ☐ | ☐ |

\*Applications from applicants who have been operating for less than two years may be considered on a case by case basis if sufficient justification is provided.

|  |  |  |
| --- | --- | --- |
| **To be eligible for funding the project must meet all eligibility criteria below** | | |
|  | **Yes** | **No** |
| B5. Does the proposed project meet and contribute to the objectives and aims of:   * The *South Australia’s Waste Strategy 2020-2025* and * The Circular Economy Market Development Grant Program 2023-24? | ☐  ☐ | ☐  ☐ |
| B6. Does the proposed project seek funding for one of the following eligible activities?   * Identify, design, apply or scale-up innovative circular economy business models and practices * Validate and improve the quality and performance of local recycled materials or recycled-content products * Develop new markets or expand existing markets for circular economy business models and practices or local recycled materials or recycled-content products | ☐  ☐  ☐ | ☐  ☐  ☐ |
| B7. Does the project target the identified waste materials?  The identified priority waste materials are plastics, paper and cardboard, glass, scrap metals, textile, e-waste, batteries (excluding used lead acid batteries), tyres, organics and emerging or problematic waste materials (such as solar PV panels, wind turbine blades etc).  Other materials may be also considered.  Please specify the targeted waste materials: ………………………………………………………. | ☐ | ☐ |
| B8. Will the project outcomes provide a measurable economic, environmental or social benefit to South Australia? | ☐ | ☐ |
| B9. Will the project be focused within South Australia with a significant component of the project activities (i.e. more than 50%) to be undertaken in South Australia? | ☐ | ☐ |
| B10. Does the project have a clear implementation timeframe and milestones? |  |  |
| B11. Does the project involve new activities which have not been commenced previously? | ☐ | ☐ |

**Applications that do not meet the above criteria will not be assessed further.**

# Section C: Project Proposal

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| **C1. Project title** | | | |
|  | | | |
| **C2. Project timeframe** | | | |
| Proposed project start date: | | Expected completion date: | |
| **C3. Project milestones**  Please outline project milestones and key activities – add rows if more than three milestones apply to the project | | | |
|  | **Milestone and key activities** | **Start date**  (dd/mm/yy) | **Completion date**  (dd/mm/yy) |
| 1. | **Milestone title:**  Key tasks/activities: |  |  |
| 2. | **Milestone title:**  Key tasks/activities: |  |  |
| 3. | **Milestone title:**  Key tasks/activities: |  |  |
| **C4. Project summary (please give a short description of the project, maximum 100 words)**  This summary may be used by Green Industries SA for promotional purposes. | | | |
|  | | | |
| **C5. Project description (please provide a detailed description of your project)**  Please explain why the project is needed, project objectives/outcomes (key linkages with the objectives of the South Australia’s Waste Strategy and Circular Economy Market Development Grant program), how innovative the project is leading the market, how the project will address one or more identified market or systemic gaps or barriers and how market demand for new circular economy business models and practices or use of recycled materials/products would be improved, sustainability and local benefits arising from the project. | | | |
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**Response to Assessment Criteria**

**Weighted criteria – projects will be scored out of 100 points for each individual weighted criterion. An eligible project must score at least 50 points for each criterion.**

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| **C6. Assessment Criterion: increased markets**  Please explain how innovative the project is leading the market, identify market gaps and barriers that the project would overcome and explain the extent to which the project will lead to an increase in the value, size or diversity of markets from adoption of circular economy business models and practices or for local recycled materials or recycled-content products. Please include estimation/calculation methods and any supporting evidence. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **C7. Assessment Criterion: sustainability and local benefits**  Please explain the extent to which the project will benefit South Australia’s economy, environment and society, such as increased local employment, fostering stronger local circular economy markets, increased circularity outcomes via waste avoidance, reuse/repairing/refurbishing, use of local recyclable materials or recycled-content products, reduction in landfill disposal, increased duration of product/material lifecycle and value, greenhouse gas emission reduction etc, including measurement methods and the estimated timing for its realisation | | | | | | | | | | | |
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| **C8. Assessment Criterion: value for money**  Please provide a project budget using the template below with all costs reported as GST exclusive. Separate section is provided below for the private sector business applicants and non-private sector applicants respectively. Please choose the applicable section to fill in details.  Note that ***private sector business applicants should contribute at least 50% of eligible project costs excluding in-kind contribution.*** | | | | | | | | | | | |
| **Preliminary budget (exclusive of GST) – For Private Sector Business Applicants** | | | | | | | | | | | |
| **Expenditure item** | | **Total project cost** | **Total GISA funds sought** | | **Applicant contribution** | | | | **Other funding sources** | | |
|  | | Cash | Cash | | Cash | | | | Cash | | |
|  | | $ | $ | | $ | | | | $ | | |
|  | | $ | $ | | $ | | | | $ | | |
|  | | $ | $ | | $ | | | | $ | | |
|  | | $ | $ | | $ | | | | $ | | |
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|  | | $ | $ | | $ | | | | $ | | |
|  | | $ | $ | | $ | | | | $ | | |
|  | | $ | $ | | $ | | | | $ | | |
| Total | | $ | $ | | $ | | | | $ | | |
| **% of total funding** | |  |  | |  | | | |  | | |
| **Preliminary budget (exclusive of GST) – For Non-Private Sector Applicants** | | | | | | | | | | | |
| **Expenditure item** | | **Total Project cost** | **Total GISA funds** | **Applicant contribution (cash & in-kind)** | | | | **Other funding sources (cash & in-kind)** | | | |
|  | | Cash & In-kind | Cash | Cash | | | In-kind | cash | | | In-kind |
|  | | $ | $ | $ | | | $ | $ | | | $ |
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|  | | $ | $ | $ | | | $ | $ | | | $ |
| Total | | $ | $ | $ | | | $ | $ | | | $ |
| **% of total funding** | | 100% |  |  | | | |  | | | |
| **Other funding source**  Any other grants or funding that the applicant, partners and sub-contractors for this application have or will receive relating to the activities proposed in this project. | | | | | | | | | | | |
| **Project activities** | **Funding/payment source** | | **Agency Providing the funding/payment** | | | **Amount of funding/payment** | | | | **Relationship to this project** | |
|  |  | |  | | | $ | | | |  | |
|  |  | |  | | | $ | | | |  | |
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**Non-weighted criteria – must be assessed as sufficient in order for the application to be regarded as eligible for potential grant funding.**

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| **C9. Assessment Criterion: a clear and credible description of the proposed project activities**  Please provide a succinct and clear description of each major tasks to be performed from project inception to completion, including methodology, deliverables, and expected duration. The applicant must demonstrate a clear link between project activities and the achievement of project goals/outcomes in alignment with the objectives of the Circular Economy Market Development Grant program. | | | | | | | | |
| **Project Task/Activity** | **Description** | | | **Deliverables** | | | **Start Date** | **End Date** |
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| **C10. Assessment Criterion: capacity and capability to manage the project**   1. Explain and demonstrate your organisation’s capacity and capability to manage and deliver the project successfully with sufficient commitment and experience, including:  * detailing how your organisation will manage the project and relevant experience * if you intend to use sub-contractors please indicate the anticipated roles of the sub-contractors and how they will be managed * if you intent to use product testing organisations, please detail their accreditation and the appropriate testing guidelines/criteria. | | | | | | | | |
| **Key people involved in the project** | | | | | | | | |
| Name: | | | | | Position | | | |
| Role in this project and relevant experience / expertise | | | | | | | | |
| Name: | | | | | Position | | | |
| Role in this project and relevant experience / expertise | | | | | | | | |
| **Information on sub-contractors and/or product testing organisations, if any** | | | | | | | | |
|  | | | | | | | | |
| 1. Describe the capacity of your organisation to implement the project successfully such as financial viability, any supporting partnerships and an understanding and compliance with the relevant regulatory requirements. Changes to commodity stock prices should be considered if relevant to the project. | | | | | | | | |
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| **C11. Assessment Criterion: project risk management, measurement and evaluation**   1. Please identify and briefly describe the main risks associated with the project and how you will manage each risk. | | | | | | | | |
| **Describe potential risk** | | **Impact** | | | | **Prevention/mitigation strategies** | | |
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| 1. Describe how the project will be measured and evaluated, including proposed key performance indicators | | | | | | | | |
| **List key performance indicators (KPI)** e.g. reduction in waste generated, increased circularity, improved product performance specifications, increased market demand, diversified product range, environmental and social benefits  Explain how you will establish a baseline for each KPI, data to be used and how you will obtain it. | | |  | | | | | |
| **Project evaluation**  Methodology and data to be used for evaluation and how you will obtain it. | | |  | | | | | |

# Section D: Declaration

**Declaration**

* I/we have read and understood the Guidelines and obtained clarification where needed.
* 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 if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
* I/we declare that I/we have complied with federal and state laws, regulations and the Environment Protection Authority licences (if any).
* I/we authorise Green Industries SA to seek any additional 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 the project is approved for funding, I/we will obtain all necessary and appropriate clearances from the relevant Commonwealth, state or local governments before executing the grant agreement and undertake to manage the proposed project in accordance with relevant laws and regulations.
* 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 |  | i.e. Chief Executive Officer, or equivalent |
| Date |  |  |

**The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.**