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**Program overview**

These grants will assist companies, local authorities and organisations to purchase and install infrastructure and provide innovative approaches to increase the types, quantities and quality of resources that are kept circulating in the South Australian economy for as long as possible, at their higher possible value, and to recover resources and reduce the amount of waste sent to landfill each year. The program encourages applications for infrastructure projects that will contribute to achieving these aims and demonstrate economic, environmental and social benefits for South Australia.

**Submitting your application**

Applications will be accepted until **5 pm ACDT, Friday 31 January 2025. No late applications will be accepted.**

Please email your completed application, including all supporting documents to:

justin.lang@sa.gov.au with the subject line **Circular Infrastructure Grants – application**. Emails should not exceed 10MB. Applications are to be no more than 20 pages (including supporting information).

**Checklist**

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

* Read (in detail) and ensure you understand the Circular Infrastructure Grants

Program Guidelines 2024–25

* Complete all relevant sections of the application form.
* Attach and clearly number evidence in support of the application.

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| **Need assistance?**Email justin.lang@sa.gov.au or telephone (08) 8429 8416 for more information and/or to check your eligibility. |

**Applicant information**

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| --- |
| Name of organisation (applicant) |
|  |
| Australian Business Number (ABN) |
|  |
| **Contact Details** |  |  |
| Name: |  | Position:  |
| Tel:  |  | Mobile:  |
| Email:  |  | Web: |
| Address:  |
| Project title *(less than 10 words)* |
|  |
| **Project summary** *(a short description of the project, maximum 100 words, including key deliverables and anticipated outcomes – a more detailed description is required in sections 5 to 9)* |
|  |
| Proposed project start date: | Proposed project commissioning date:  |
| Budget summary (totals from section 3) |
| **Funding sought** **Applicant contribution** **Other funding sources**  **TOTAL COST**$ $ $ $ |
| Please give a description of the project, why the project is needed and a summary of its objectives and expected outcomes (economic, environmental, and social). |
|  |
| Where is your project located? |
|  |
| Is your organisation (tick one): |
| [ ]  The lead organisation of a consortium or partnership | [ ]  The sole applicant |
| If you are applying as the lead partner in this application, please provide the names of the other organisations in the project and outline their key role/responsibility for project delivery. |
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**Essential criteria check list**

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| To be eligible for funding the project must meet all essential criteria below  |
| 1. Does the proposed infrastructure project address at least one of the following funding priorities:
* Improve the efficiency of recycling facilities by increasing processing capacity, removing contamination and reducing residual waste to landfill.
* Targets recyclable materials most affected by low commodity prices i.e. recovered paper, cardboard, glass and plastics or recovered organics.
* Improve the recycling of materials banned from landfill under the Environment Protection (Waste to Resources) Policy 2010.
* Extended product lifecycle/waste avoidance via reuse/repair/remanufacturing
 | **Yes**[ ] [ ] [ ] [ ]  | **No**[ ] [ ] [ ] [ ]  |
| 1. Does the project target the commercial and industrial or municipal solid waste streams.
 | [ ]  | [ ]  |
| 1. Planning and environmental approvals need to be in place and equipment commissioned within 2 years of receiving the grant offer.

Will the project be delivered within the required timescale?Does the project have clear milestones for implementation?(note: milestones should be listed in section 8) | [ ] [ ]  | [ ] [ ]  |
| 1. Will the project be carried out within South Australia?
 | [ ]  | [ ]  |

**Current activity and expected outcomes (adapt as required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Mixed C&I tonnes** | **Mixed MSW tonnes** | **Source separated tonnes** | **Total tonnes** |
| Current quantity of material received per annum |  |  |  |  |
| Current processing throughput of material per annum |  |  |  |  |
| Current quantity of material diverted from landfill per annum |  |  |  |  |
| Current quantity of waste disposed to landfill per annum |  |  |  |  |
| Expected additional quantity of material received per annum |  |  |  |  |
| Expected additional throughput of material per annum |  |  |  |  |
| Expected additional quantity of material diverted from landfill p.a. |  |  |  |  |
| Expected quantity of waste disposed to landfill per annum |  |  |  |  |
| Insert other metric as applicable  |  |  |  |  |

|  |  |
| --- | --- |
| **Existing employees (FTE):** |  |
| **Additional employees expected as a result of this project (no. FTE): x unskilled, x construction/design x machinery operator, x driver, x technical support, x administration** **x sales/marketing, x supervisor x Other** |
| **Additional financial turnover (per annum) as a result of this project:** |  |

**Preliminary budget (exclusive of GST)**

*Please provide a description of all the items required for the project (excluding in-kind contributions). Funding from Green Industries SA can be sought for up to 50% of eligible items (refer to page 5 of guideline) up to the nominated maximum. Quotes for capital items should be attached.*

*Please add additional lines if required and delete lines that are not relevant.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure item (examples below, please amend as required)** | **Date** | **GISA funding sought\*** | **Applicant contribution** | **Other funding sources (please specify)** | **Total cost** |
| Description  | 28.3.25 | $XX,000 | $XX,000 | $XX,000 | $ |
| Design (add/delete items) |       |       |       |       |       |
| Agency consultation (EPA) |       |       |       |       |       |
| Development approval |       |       |       |       |       |
| Preliminary site works |       |       |       |       |       |
| Footings |       |       |       |       |       |
| Services |       |       |       |       |       |
| Framing/construction |       |       |       |       |       |
| Slab |       |       |       |       |       |
| Hardstand/vehicle access |       |       |       |       |       |
| Retaining |       |       |       |       |       |
| Storm water |       |       |       |       |       |
| Signage |       |       |       |       |       |
| Bays/skips |       |       |       |       |       |
| Baling equipment |       |       |       |       |       |
| Equipment (details) |       |       |       |       |       |
|  |       |       |       |       |       |
| Commissioning |       |       |       |       |       |
|  |       |       |       |       |       |
|  |       |       |       |       |       |
| **Totals:** |  | **$** | **$** | **$** | **$** |
| Green Industries SA funding as % of total cost\*\*: |      |

*\*Note: maximum funding available is $300,000 per site, unless you serve 3 or more council areas, with support indicated from each (or significant capital expenditure with demonstrated benefits to the local economy).*

*\*\*Note: this should be no more than 50% of total funding.*

**Other funding sources**

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| If the project is funded through other sources, please provide details (for multiple funders please list all funders separately): |
| 1. Name of funding body:
2. Contact details for funding body:
 |
| 1. Funding amount: $
2. Please provide date this funding was approved or expected notification date:
3. Name and contact details for funding program:

If more than one funding source, please copy items 1 to 5 (above), paste them below and include relevant information. |

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| Please provide a breakdown of any in kind contributions |
| Project element  | Organisation providing in kind contribution | Value of in-kind contribution |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total value of in-kind contribution | $ |
| Total project budget[[1]](#footnote-2)  | $ |

**Project details/assessment criteria**

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| Infrastructure/plant/equipment requirements |
| 1. Provide brief details of the type of infrastructure/plant/equipment requested, including:
* capacity
* predicted lifespan
* where it is manufactured/made or despatched from before delivery to the installation site
* expected energy demand/energy savings from BAU.
 |
| 1. Please outline the key reasons for choosing the infrastructure/plant/equipment and how it will meet your needs.
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| Product value and sustainability benefits |
| Describe the extent to which the project leads to high value end use (from an economic *and* environmental perspective) of waste materials and processes and leads to improved markets for recycled product/improved outcomes to circular economy.  |

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| Process improvement/innovation |
| Describe the extent to which the project will improve throughput/output, tackling new waste streams, overcoming existing barriers, improvements to efficiency (or recovery) and targets new market segments.  |

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| Deliverables |
| 1. Describe the extent to which the project will lead to a reduction of waste to landfill and/or targeting of products which are banned from landfill under the Waste EPP.
 |
| 1. If the project will lead to an increase in product value, please provide details (such as product quality, amount of value added in $)
 |
| 1. Please list end markets or users for the recovered material and the location. Include information about market demand.
 |
| 1. What assumptions are being made, if any, in terms of market demand for products? Please provide any evidence or data analysis to support the assumptions.
 |
| 1. What is the long-term viability of the project? How can it be sustained?
 |

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| Environmental policies and practices |
| Please answer all questions below and provide details where appropriate:1. **Have you had any compliance issues with environmental regulators within Australia and/or work health and safety breaches within the past 5 years?** Y/N

 **If yes, please provide details:** |
| 1. Has your organisation adopted any targets for reducing the environmental impacts and resource consumption of its operations? Y/N

 **If yes, please provide details:** |

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| Financial viability of the company and of the project  |
| Demonstrate an objective assessment on the financial viability for the company and the product has occurred. Provide a summary of the expected short- and long-term costs and benefits of the project (this can form a separate attachment). Changes to commodity stock prices should be considered if relevant to the viability of the project.  |

**Project support**

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| Key people involved in the project |
| Name:  |
| Position:  |
| Role in this project:  |
| Relevant experience/expertise:  |
| Name:  |
| Position:  |
| Role in this project:  |
| Relevant experience/expertise:  |

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| Information on sub-contractors and/or other organisations involved, if any: |
|  |

**Planning and environmental approvals**

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| --- | --- | --- |
| You will need to check with all relevant organisations as to the permits and/or approvals required for the project works. If already obtained, please attach a copy to this application. | Yes | No |
| Is a planning approval required for the project? | [ ]  | [ ]  |
| Is an environment approval (including new approvals and/or revisions to existing approvals) required for the project? | [ ]  | [ ]  |
| If yes to either, have you lodged relevant applications? | [ ]  | [ ]  |
| Please provide details of dates lodged or estimated timeframe for submission | Date:  |
| Is the activity currently undertaken on this site licensed by the EPA? If yes, please provide relevant pages of the licence as supporting information | [ ]  | [ ]  |
| Is this site and/or proponent currently subject to any permits/notices from authorities such as WorkCover?If yes, please attach details. | [ ]  | [ ]  |

**Proposed project milestones**

Please add any additional milestones or amend where appropriate

|  |  |
| --- | --- |
| Action | Estimated Date |
| Planning and environmental approval process completed |  |
| Order placed for equipment |  |
| Equipment delivered to the work site. |  |
| Construction/installation completed |  |
| Commissioning/completion |  |

**Performance measurement**

The applicant must demonstrate that deliverables that have been established for the project are based on sound metrics, are realistic and measurable. For estimated outcomes please provide a baseline and identify measurable values or targets

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| **Product value and local benefits** |
| Key performance indicatorse.g. product value, sales value, local markets environmental impacts |  |
| Estimated outcome/target | **Baseline**e.g. all materials are exported overseas | **Targets**e.g. 30% or X tonnes of the product received to be processed locally |
| How will the indicators be measured? |  |
| When will the indicators be measured? |  |

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| Reduction of waste to landfill and/or targeting of products with are banned from landfill under the Waste EPP (for multiple products please list all) |
| Key performance indicatorse.g. annual tonnage of waste diverted, number of items received or processed. |  |
| Estimated outcome/target | **Baseline**e.g. processing of 500 kg per month | Targetse.g. 20% increase in the weight of items processed |
| How will the indicators be measured?Please list all material types which will be measured resulting from this project. |  |
| When will the indicators be measured? |  |

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| Processing efficiency and value adding |
| Key performance indicatorse.g. processing capacity or improved product quality |  |
| Estimated Outcomei.e. how it improves processing efficiency or increases the value of the material. | **Baseline**e.g. 15% contamination in product | **Targets**e.g. a reduction of 10% contamination in product |
| How will the indicators be measured? |  |
| When will the indicators be measured? |  |

**Risk management (mandatory)**

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| Applicants must identify potential risks to the project’s achievements using the risk matrix below. The outcomes listed must be assessed as a minimum. Add or delete lines specific to the project if required. |
| **Outcome** | **Likelihood** **(High/Med/Low)** | **Impact****(High/Med/Low)** | **Risk/Threat****(Critical/High/Med/Low)** |
| Delays in planning and environmental approvals |  |  |  |
| Delays in shipment of equipment |  |  |  |
| Overrun of budget |  |  |  |
| Lack of markets  |  |  |  |
| Equipment performance does not meet expectations |  |  |  |
| Loss of key personnel |  |  |  |
| Other: |  |  |  |



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| For risks identified as medium, high and critical please describe actions or strategies to minimise these risks. |
|  |

**Supporting information**

Please provide the information below with your application where appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information supplied  | Yes | No | N/A | Appendix Number |
| Site layout plan  | [ ]  | [ ]  | [ ]  |       |
| Planning and environmental approvals | [ ]  | [ ]  | [ ]  |       |
| Quotes for capital items | [ ]  | [ ]  | [ ]  |       |
| Insurance details (including public liability, workers compensation and personal accident) | [ ]  | [ ]  | [ ]  |       |
| Other (please specify) | [ ]  | [ ]  | [ ]  |       |
| Pictures of site, proposed infrastructure, feedstock and products | [ ]  | [ ]  | [ ]  |       |
| Objective assessment on financial viability of project  | [ ]  | [ ]  | [ ]  |       |

**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 authorise GISA to seek any additional relevant information required to process this application, including solvency, 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 GISA 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 federal, 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 |  | Chief Executive Officer  |
| 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.

1. Total project budget is the total cost of the project plus in-kind contributions. [↑](#footnote-ref-2)