

Circular Economy Investment Program - Stage 1 Application Form

Form Preview

GENERAL INFORMATION

* indicates a required field

CLOSING DATE:

Monday 29 July 2024, 3pm.

IMPORTANT - PLEASE READ THE FOLLOWING INFORMATION BEFORE COMMENCING YOUR APPLICATION ONLINE

BEFORE YOU BEGIN

Welcome to the Department of Environment, Science and Innovation (the department) online application service for the Circular Economy Investment Program (the Program).

The Program will deliver funding to support projects that offer large-scale, systems focused Circular Economy (CE) outcomes for Queensland. Projects should generate a substantial increase in your operation's capacity to reduce, reuse and/or redesign key material streams and lead to new CE businesses, business outcomes and/or business models, exports and jobs.

PROGRAM ENQUIRES

You are encouraged to read the [Program Guidelines](#) and understand the department's requirements before proceeding with your application.

For queries, please contact the Programs Team of the Office of Circular Economy by email at CEPrograms@des.qld.gov.au.

COMPLETING THE APPLICATION FORM

On the left-hand side of every screen, there is a box which links directly to every page of the application form. Click the link to move directly to the page you want. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application form.

You are strongly encouraged to save your application form every 5 to 10 minutes to reduce the risk of loss of information.

SAVING YOUR DRAFT APPLICATION FORM

If you want to leave a partially completed application, press 'save' and log out. When you log back in and click the 'My Applications' link at the top of the screen, you will find a list of applications you have started or submitted.

You can re-open your draft application and continue where you left off.

DOWNLOAD DRAFT APPLICATION

You can also download any application, whether in draft form or submitted, as a PDF file. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

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You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you submit it. Ensure that all fields and mandatory questions marked with an asterisk '*' are completed.

Once you have reviewed your application, you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

IMPORTANT: Any question marked with an asterisk (*) is mandatory. Failure to answer any of these questions will stop you from being able to complete and submit your application form.

Once you have submitted your application, no further editing or uploading of supporting documents is possible.

When you submit your application form, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email address that you used to register with SmartyGrants.

If you do not receive a 'confirmation of submission' email, then your application has not been received. Review the error message highlighted in red and ensure that all mandatory fields have been completed. You should then be able to successfully submit your application.

ATTACHMENTS AND SUPPORTING DOCUMENTS

You will need to upload attachments to support your application. This is simple but will require you to have the documents saved on your computer, or on a USB stick, or similar.

You will need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Remember - some requested document fields are mandatory. Failure to attach them will stop you from being able to successfully submit your application form.

If you are not able to attach a document, please contact SmartyGrants on phone (03) 9320 6888 for technical support.

COMPLETING AN APPLICATION IN A GROUP OR TEAM

A number of people can work on an application form using the same login details, as long as only one person is working on the application form at a time. Ensure that you save as you go. It is recommended that the email address provided be accessible by multiple people within the organisation, such as admin@project.com.au. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

SPELL CHECK

Most internet browsers (including Firefox v2.0 and above, Safari, and Google Chrome) have spell check functions built in. You can switch this function on or off by adjusting your browser settings.

HELP

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on phone (03) 9320 6888 during business hours or email service@smartygrants.com.au and quote your application number.

Help is available to guide you through using this form - please download the [Help Guide for Applicants](#).

Please confirm you have read the above information before proceeding *

☐ Yes

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Privacy statement

The Department of Environment, Science and Innovation is collecting personal information in the application form to assess your application for funding and prepare a grant agreement should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- Other Queensland Government agencies to assess your application; and
- External assessment panel members.
- External panel of technical industry experts.

Where necessary, information contained in your application may also be provided to the Queensland Minister for the Environment and the Great Barrier Reef and Minister for Science and Innovation and the Minister's members of staff for reporting purposes (except for that information which relates to the Department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Department of Environment, Science and Innovation's website:

- Your organisation's name.
- Total amount of funding allocated.
- Project name, location and description.
- Project outcomes.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please [contact us](#).

I have read and accept the Privacy Statement. *

☐ Yes

APPLICANT DETAILS

* indicates a required field

Organisation details

Legal name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal address

Address

Primary phone number *

--

Must be an Australian phone number.

Secondary phone number

--

Must be an Australian phone number.

Website

--

Must be a URL.

Responsible person

(e.g. Executive director, Chief executive)

Name *

First Name

--

Last Name

--

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Position *

Phone number *
Must be an Australian phone number.

Mobile phone number *
Must be an Australian phone number.

Email address *
Must be an email address.

Physical address Address

Preferred contact person
(e.g. Project manager, operational support officer)

Name *
First Name Last Name

Position *

Primary phone number *
Must be an Australian phone number.

Mobile phone number *
Must be an Australian phone number.

Email address *
Must be an email address.

Physical address * Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Are you partnering with another organisation for this project? *

- ☐ Yes
☐ No

How many organisations are you partnering with for this project?

- ☐ One
☐ Two or more

Project partner details

Partnering entities details

Legal name *

Organisation Name

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Primary address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Primary phone number *

Must be an Australian phone number.

Secondary phone number

Must be an Australian phone number.

Website

Must be a URL.

Responsible person

(e.g. Executive director, Chief executive)

Name *

First Name

Last Name

Position *

Primary phone number *

Must be an Australian phone number.

Mobile phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Physical address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Physical address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Add a short explanation of their role in this project. *

Project partner details

You have indicated you are partnering with two or more organisations. Please upload further information about those organisations here.

Attach a file:

Ensure you provide the same details as above for your partner organisations including legal name, ABN, address, contact details etc (in a spreadsheet format). Please also provide short explanations of their roles in this project.

ELIGIBILITY

* indicates a required field

Is your project a circular economy project capable of achieving a substantial improvement to material streams within Queensland that leads to new CE businesses, business outcomes and/or business models, exports and jobs. *

- ☐ Yes
☐ No

For clarification on 'substantial improvement' please view section 2.3 of the Program Guidelines.

Have you or your project partner/s (if applicable) previously applied under this Program (either as the applicant or part of a collaboration). *

- ☐ Yes
☐ No

As the entity responsible for completing this form, are you either? *

- ☐ A registered Australian business (commercial for-profit).
☐ A social enterprise.
☐ A charity meeting the definition under the Charities Act 2013 (Cth) registered with the Australian charities and Not-for-profits Commission.
☐ A not-for-profit (NFP) organisation registered under the Corporations Act 2001.

Please upload evidence to confirm applicant eligibility *

Attach a file:

(i.e. incorporation under the Corporations Act 2011 as proof of not-for-profit status).

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Who do you represent? *

- ☐ A multisector partnership (e.g. a mixture of private sector, entrepreneurs, investors, universities, NGOs or similar).
- ☐ An industry cluster, industry group or representative body.
- ☐ A stand alone entity.

Are you a Queensland based entity who has operated in Queensland for a minimum of 2 years at the application closing date? *

- ☐ Yes
- ☐ No

Please upload evidence that you have operated at a location in Queensland for a minimum of 2 years. *

Attach a file:

(e.g. insurance policies, rates notices, etc.)

Are you, as the applicant, a federal, state or local government entity, statutory authority or special purpose vehicle? *

- ☐ Yes
- ☐ No

Will your project be funded through other government programs? *

- ☐ Yes
- ☐ No

Has another applicant applied under this program for funding to support this project? *

- ☐ Yes
- ☐ No

i.e., a project partner.

Does or will the project have all necessary planning and environmental approvals and other licenses/permits as required for the activities? *

- ☐ Yes
- ☐ No

Will your project take place wholly within Queensland? *

- ☐ Yes
- ☐ No

Projects must be based within Queensland. Project aspects may be inter-jurisdictional (e.g. project inputs, outputs, benefits etc.).

Will your project be completed before 31 December 2026? *

- ☐ Yes
- ☐ No

As the representative of a group project, do you agree to: *

- ☐ Submit the application on behalf of a collaborative group.

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- ☐ Clarify with evidence as to the nature of relationships with the group members.
- ☐ Accept responsibility for deliverables and project management under the project.
- ☐ Be the signing party to a funding agreement with the department.
- ☐ Provide relevant information to enable a due diligence process for each group partner.

All options above must be accepted to be deemed eligible for Program Funding.

It seems one or more of your answers has deemed your business or project ineligible for the Program. Please contact the Department by email at CEPrograms@des.qld.gov.au to confirm this and discuss next steps.

ABOUT THE PROJECT

* indicates a required field

The objective of this round of funding is to provide funding to eligible recipients to undertake projects that offer large scale, systems focused CE outcomes in Queensland. Projects should align to CE principles and implement one or more of the CE business models outlined in the Program guidelines.

Tips for completing this section

Try and keep your answers succinct and aligned to the program guidelines. Use dot points where appropriate.

Focus on the facts and ensure your application provides a clear understanding of what you intend to do, how you intend to do it and how your project meets the program objectives.

Refer to the hints under each text box for a brief description of the question.

* Please note you can make the text boxes larger - click and drag the bottom right corner of text box.

Project title *

Must be no more than 10 words.

Project address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

State government electorate within which the project will be conducted *

The state government electorate of your projects main location. To confirm your projects state government electorate please visit <https://www.ecq.qld.gov.au/electoral-boundaries/where-is-my-electorate>

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Will the project be undertaken on property/ies that are leased? *

- ☐ Yes
☐ No

If yes, then please upload, for leases, a letter from the property owner (or representative), authorising the proposed project and if applicable - confirming any co-contributions.

Attach a file:

Project start date *

Must be a date.

Projects cannot commence until a funding agreement is executed.

Project end date *

Must be a date.

Project overview and intended outcomes

In responding to the questions below, ensure that you are addressing the assessment criteria (section 8.2 of the Program guidelines).

Provide a project overview (max 500 words) detailing the following:

- the material types /systems / markets and activity identified for circular improvements.
- strategic project goals and objectives.
- project scope, explanation of the partnerships and respective roles.
- target recipients and service area/s.

*

Word count:

Must be no more than 500 words.

Provide a summary of the project viability (max 300 words), detailing the following:

- commercial viability of the project, drawing on appropriate national and international examples.
- product or material complexity
- analysis of existing solutions in Queensland
- regional benefits
- employment and skills development

*

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Word count:

Must be no more than 300 words.

Describe the intended project outcomes (max 300 words) detailing the following:

- 1.the transition pathway, using the waste hierarchy (refer to figure 1 of the Program guidelines) to identify the project start and end points.
- 2.expected environmental, social and economic benefits of the project.

*

Word count:

Must be no more than 300 words.

Please provide an implementation plan detailing key project activities, milestones and timeframes

Milestone	Anticipated start date	Anticipated completion date	Comments
Any additional details	Projects cannot commence until a funding agreement is executed. Must be a date.	Projects must be completed no later than 30 June 2026 Must be a date.	

Business Models and Activities

Please select the activity/s matching your project deliverables. *

- ☐ Refuse - making a product redundant by abandoning its function or by offering the same ability and function in a fundamentally different way.
- ☐ Rethink - rethinking the usage of a product, e.g. consumer sharing products.
- ☐ Reduce - efficient manufacturing of a product, e.g. through minimising natural resource and material usage.
- ☐ Reuse - a product is reused by another consumer while still retaining its original abilities.
- ☐ Repair - repairing a product to enable its original abilities to properly function.
- ☐ Refurbish - refurbishing a product to its original condition.
- ☐ Remanufacture - dismantling a product and reusing its parts in the manufacturing of new products with the same abilities and functions.
- ☐ Repurpose - using a discarded product or its parts in a new product with other abilities and functions.
- ☐ Recycle - processing a product to obtain material which can be used in the manufacturing of new products.

Please select the business model/s matching your project. *

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- ☐ Circular Supplies - solutions that reduce demand for virgin materials.
- ☐ Operational efficiency - technology or design pathways that improve operational efficiency and reduce wastage in the production of things, excluding recovery activities.
- ☐ Sharing platforms - systems and markets to activate underutilised products and materials to reduce demand for new products and their embedded virgin materials.
- ☐ Extending product life - extend the lifecycle of things at their highest value for longer and maximise the use of embedded materials.
- ☐ Product service models - replace traditional asset ownership with product service models including lease or rental arrangements.

Which UN Sustainable Development Goal/s will your project support? *

- | | | |
|---|--|---|
| <input type="checkbox"/> No poverty | <input type="checkbox"/> Affordable and clean energy | <input type="checkbox"/> Climate action |
| <input type="checkbox"/> Zero hunger | <input type="checkbox"/> Decent work and economic growth | <input type="checkbox"/> Life below water |
| <input type="checkbox"/> Good health and well-being | <input type="checkbox"/> Industry, innovation and infrastructure | <input type="checkbox"/> Life on land |
| <input type="checkbox"/> Quality education | <input type="checkbox"/> Reduced inequalities | <input type="checkbox"/> Peace, justice and strong institutions |
| <input type="checkbox"/> Gender equality | <input type="checkbox"/> Sustainable cities and communities | <input type="checkbox"/> Partnerships for the goals |
| <input type="checkbox"/> Clean water and sanitation | <input type="checkbox"/> Responsible consumption and production | |

Goal: No poverty

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Zero hunger

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Good health and well-being

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Quality education

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Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Gender equality

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Clean water and sanitation

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Affordable and clean energy

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Decent work and economic growth

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Industry, innovation and infrastructure

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Reduced inequalities

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Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Sustainable cities and communities

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Responsible consumption and production

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Climate action

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Life below water

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Life on land

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Peace, justice and strong institutions

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Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

Goal: Partnerships for the goals

Briefly describe how you intend to support the goal selected. *

Word count:

Must be no more than 50 words.

FINANCIALS

*** indicates a required field**

Please note that the department will be undertaking due diligence checks on applicants and partnering organisations including bona fides, background and probity, financial assessment and conflicts of interest.

Will your organisation have the financial and technical capability to deliver the project? *

- ☐ Yes
☐ No

Please upload a reviewed or audited financial statements (in line with the entity's annual reporting requirements) for the previous two years. *

Attach a file:

Do you (the applicant) have internal approval to make this application, including approval for any financial contributions covering at least 30% of the eligible project costs and 100% of ineligible project costs? *

- ☐ Yes
☐ No

Please upload a letter from the organisation's Chief Executive (or equivalent), on company letterhead, authorising the proposed project and confirming any co-contributions. *

Attach a file:

Please upload evidence to support any co-contributions from third parties. *

Attach a file:

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Indicative project budget - Eligible project items

Please see section 4.3 of the Program Guidelines.

Please ensure all figures are **GST exclusive**.

Eligible expenditure items	Total cost of line item	Program funding required	Applicant contribution
	Must be a dollar amount.	Put "\$0" if no grant funding will be put towards the purchase of this item. Must be a dollar amount.	Put "\$0" if no in-kind contribution will be put towards the purchase of this item. Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Total eligible costs

This number/amount is calculated.

Indicative project budget - Ineligible project items

Please see section 4.4 of the Program Guidelines.

Please ensure all figures are **GST exclusive**.

Ineligible expenditure items	Applicant contribution
	Must be a dollar amount.
	\$
	\$
	\$

Total ineligible costs

\$

This number/amount is calculated.

Co-contributions

Are there any external organisations or partners providing cash or in-kind contributions to the project? If so, please provide details below:

Organisation Name	Description of contribution	Total contribution (\$)
		Must be a dollar amount.
		\$
		\$
		\$

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Total co-contributions

\$

This number/amount is calculated.

Financial summary

Total project costs (excluding GST)

\$

This number/amount is calculated.

Total eligible costs (excluding GST)

\$

This number/amount is calculated.

Total funding requested (excluding GST) *

\$

This number/amount is calculated.

Percent of total eligible costs (program funding)

This number/amount is calculated.

Total applicant (or group) cash contribution (excluding GST) *

\$

This number/amount is calculated.

Percent of total eligible costs (applicant contribution)

This number/amount is calculated.

Please note that applications that are successful in progressing to Stage 2 will be required to provide valid quotations and evidence to support cost estimates.

Describe the need for government funding assistance, including how the project will be affected if you are not successful. *

Word count:

Must be no more than 200 words.

How will your project deliver value for money for the Queensland Government? *

Word count:

Must be no more than 200 words.

Provide any other information relevant to the assessment criteria (section 8.2 of the Program guidelines) that has not been included in responses to the other questions. *

Word count:

Must be no more than 300 words.

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GST information

Financial assistance offered in the delivery of this program will be subject to the Australian Taxation Office determination [GSTR 2012/2](#).

Grant funding provided under this Program is not subject to GST.

Additional funds will not be provided to cover applicants GST obligations associated with their project. Applicants are responsible for their own GST obligations incurred through the delivery of their project.

Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs. Registering for GST is free. Non-registered organisations should seek advice from the [Australian Taxation Office](#) on this matter.

Grants may be treated as assessable income for taxation purposes. The State does not provide tax advice to applicants and recommends applicants seek independent professional advice on their tax obligations.

REQUIRED DOCUMENTS

* indicates a required field

Your application should contain the documents listed below.

Insurance documentation

Successful applicants must be covered by at least the following insurances, which must remain current for the duration of the project:

- Certificate of currency for Public Liability Insurance of at least \$20 million (in total and per event).
- Certificate of currency for Workplace Health and Safety Insurance and adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011*.
- Certificate of currency for Professional Indemnity Insurance of at least \$10 million (if applicable).

Certificates of currency for these insurances must be provided to the department before execution of the grant agreement and prior to release of any funding.

Please upload insurances here: *

Attach a file:

Please attach any other documents that support your application here.

Attach a file:

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DECLARATION

* indicates a required field

Conflict of interest declaration

Does this project have any real or perceived conflict of interest/s that you are aware of? *

- ☐ Yes
☐ No

A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently. A conflict of interest may relate to land ownership, salaries, contractor payments or source of project supplies.

If 'yes' please provide details below. *

Declaration

I declare that;

- ☐ All information provided in this application is true and correct and no information is false or misleading.
- ☐ I am authorised by my group/organisation to complete this form.
- ☐ The Applicant applies for financial assistance under the Circular Economy Investment Program and acknowledges the criteria for eligibility under the Program Guidelines.
- ☐ I agree that the Department of Environment, Science and Innovation does not accept any liability for the project.
- ☐ I have the written agreement of all parties identified in the application to include their details within the proposal.
- ☐ I understand that information provided in this project proposal may be disclosed to internal and external parties as required to undertake assessment of the application in accordance with the program guidelines.
- ☐ I have, or will obtain, written approvals from landholders and understand that written approvals are a pre-requisite to receiving any funding for the project (if applicable).
- ☐ I have, or will request, all necessary Commonwealth, State and Local planning permits and any other permits and approvals required to undertake this project and understand that such permits and approvals are a pre-requisite to receiving any funding for the project (if applicable).
- ☐ I understand that ownership of materials purchased through this grant remains the property of the applicant organisation (if applicable).
- ☐ The Applicant is not insolvent or unable to pay its debts when due and has not entered into any arrangement or composition with its creditors generally or had a receiver, receiver and manager, voluntary administrator, liquidator or other external administrator appointed nor has the Applicant taken or had any steps taken in relation to it which might result in such an appointment.

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- ☐ The Applicant, its directors/owners or partners involved in the project (including all directors/owners or partners forming the collaborative group) are not declared bankrupt.
- ☐ There are no unsatisfied judgments or pending court actions or other proceedings against the Applicant, its directors, senior officers and key personnel.
- ☐ The Applicant, its directors, senior officers and key personnel and the directors and senior officers of any associated persons or entities of the Applicant (which may be involved in the Project) have not acted at any time and are not acting in breach of their obligations under any law in conduct of business or in any role as an officer of a company, including (without limitation) their obligations pursuant to the Corporations Act 2001 (Cth).
- ☐ The Applicant permits the State to undertake due diligence checks on the Applicant and related companies and directors, and to seek further information relevant to the assessment of the Application.
- ☐ There are no matters related to the business interests of the Applicant or any individual related to this Project, which give rise to, or have the potential to give rise to, a conflict of interest, or cause any reputational issues for the Queensland Government.

Declaration to all the above must be met before applying.

If successful, I will:

- ☐ Ensure that all necessary permits/approvals are obtained prior to the commencement of the project (if applicable).
- ☐ Ensure that the project will be covered by appropriate insurances.
- ☐ Ensure that all relevant health and safety standards will be met.
- ☐ Ensure that all progress reports are submitted to the department in the form and on the dates specified in the Grant Agreement.
- ☐ Ensure that acquittal requirements are met in accordance with the Grant Agreement signed by both parties.
- ☐ Ensure that funds are claimed within six months of notification.
- ☐ Accept the terms and conditions of the grant in accordance with the Department of Environment, Science and Innovation requirements.
- ☐ Provide any documentation required by the Department of Environment, Science and Innovation on request.
- ☐ Ensure that an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations is implemented and maintained for the duration of the grant. For further information please visit Australian Government eSafety website.

Declaration to all the above must be met before applying.

Name of applicant accountable officer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position of applicant accountable officer *

Date *

Must be a date.

FEEDBACK

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Please note that this page is not mandatory. However, any feedback provided that could assist with administering the grants program and improving user experience would be appreciated.

How did you find out about this grant program?

- ☐ DESI Facebook page
- ☐ Email alert from DESI
- ☐ DESI website
- ☐ Previous grant applicant/recipient
- ☐ Media release

How long did it take you/your organisation to complete this form?

- ☐ Less than 2 hours
- ☐ 2-5 hours
- ☐ 5-10 hours
- ☐ More than 10 hours

How straightforward was completing this application form?

- ☐ Very straightforward
- ☐ Somewhat straightforward
- ☐ Somewhat difficult
- ☐ Very difficult

Is there any other feedback you would like to share with the department, such as how we could improve the application process?