GENERAL INFORMATION

* indicates a required field

Before you begin

Welcome to the Department of the Environment, Tourism, Science and Innovation's (the department) online grant application service for the **Regional Recycling Transport Fund (RRTF) - Stream 2: Industry Grants.**

The RRTF Stream 2 is a competitive grant program available for Queensland businesses to support a focus on priorities of developing longer-term efficiencies and establishing novel approaches to resource recovery transport.

Guidance and Support

Prior to submitting your application, please consult the ***[program guidelines]*** which contain key elements of the program including objectives, eligibility, funding and the assessment process.

Additionally, the RRTF Stream 2 FAQ's provides clarifications for different questions which may arise when reading the guidelines.

If you are unsure about any part of the program criteria or requirements, please contact The Office of Waste Reduction and Recycling Programs team via OWRRPrograms@detsi.qld.gov.au, prior to lodging your applucation.

Have you read and understood the RRTF Stream 2 Program Guidelines? *

○ Yes ○ No

If you are unsure of any elements of the guidelines, please seek clarification from the Office of Waste Reduction and Recycling Programs team (owrrprograms@detsi.qld.gov.au).

Please seek assistance from the Office of Waste Reduction and Recycling Programs team before proceeding with your application.The team can be contacted via phone on (07) 3164 3668 or email to OWRRPrograms@detsi.qld.gov.au.Once your queries have been addressed, please mark 'Yes' in the question above to continue.

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

ABOUT THIS APPLICATION FORM:

HELP

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on (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 theHelp Guide for Applicants.

NAVIGATING (FILLING OUT) 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.

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

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.

COMPLETING AN APPLICATION IN A GROUP OR TEAM

Applicants are encouraged to sign up for **SmartyFile** for free to store your core organisational details and automatically pre-fill fields across SmartyGrants application forms. Your account also provides a central dashboard where your team can manage user permissions, collaborate on drafts, and track all grant submissions across multiple funders in one place.

PRIVACY STATEMENT

The Department of the Environment, Tourism, Science and Innovation (DETSI) is collecting your personal information to assist the DETSI assessment panel in reviewing funding applications and, should your application be successful, to prepare a grant agreement.

All information, including your personal information and attachments, provided as part of the application form, will be provided to the following parties for the purpose of assessing your application:

- officers from DETSI and other Queensland Government agencies
- approved external assessment panel members (e.g. industry experts).

Information contained in your application may also be provided to the Minister for the Environment and Tourism and Minister for Science and Innovation and the Minister's members of staff for reporting purposes.

If your application is successful, the following information will be published on the Queensland Government website and potentially on the Queensland Environment social media channels:

- applicant organisation name
- total amount of funding allocated
- project name, location and description.

In some circumstances we may wish to contact you to ask if you would like to provide feedback or participate in related activities or events. We may also, if requested, provide your details to the Premier's office so that they may invite you to participate in special events such as promoting grant recipients or inviting you to attend community cabinet meetings. Your participation outside the grant process is voluntary and you can ask that your details are not used or disclosed for these purposes by checking the following box:

○ Please do not use my contact information for purposes other than direct grant management
○ I am happy to be contacted and invited to participate in other related activities

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.Applying online using SmartyGrantsDETSI has a contract service arrangement with Our Community, which operates SmartyGrants, a secure online grants administration solution. For further information, please read:https://www.ourcommunity.com.au/privacy.

The 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 DETSI, please contact the department's Right to Information Services unit by emailing rtiservices@detsi.qld.gov.au.If you have any questions or concerns regarding the privacy of your personal information, please email privacy@detsi.qld.gov.au.

I have read and accept the Privacy Statement: *

○ Yes ○ No

Submission of an application for RRTF Stream 2 is dependant on acceptance of the Privacy Statement.

Please seek assistance from the Office of Waste Reduction and Recycling Programs team via email to OWRRPrograms@detsi.qld.gov.au.

ANTI-CYBERBULLYING POLICY

If successful, each grant recipient must ensure that it implements and maintains for the term an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations.

For further information please visit Australian Government eSafety website.

I have read and understand this requirement: *
○ Yes ○ No

Submission of an application for RRTF Stream 2 is dependant on acknowledgement of the Anti-Cyberbullying Policy requirement.

Please seek assistance from the Office of Waste Reduction and Recycling Programs team via email to OWRRPrograms@detsi.qld.gov.au.

APPLICANT ELIGIBILITY AND DETAILS

* indicates a required field

Please select your applicant group: *
☐ Generator ☐ Transporter ☐ Processor
Multiple groups can be selected.

APPLICANT DETAILS

Please fill the below questions regarding your organisation. Please ensure the email address and phone numbers are attached to your organisation, rather than an individual person.

Applicant name: *
Organisation Name

Business name (if applicable):

Applicant 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.

Please provide confirmation of your organisations GST status *
○ GST Registered ○ Not GST Registered

Applicant primary address: *
Address

Applicant postal address (if different to primary address):
Address

Applicant primary phone number *

Must be an Australian phone number.

Applicant email address: *

Must be an email address.

Applicant website: *

Must be a URL.

Local Government Area

ACCOUNTABLE PERSON CONTACT DETAILS

This person should be the person within your organisation who holds suitable authority to make decisions regarding submission of this application and delivery of proposed activities on behalf of your organisation. This may be a Chief Executive Officer, General Manager or other similar role.

Name: *
Title First Name Last Name

Position: *

Primary phone number: *

Must be an Australian phone number.

Other phone number:

Must be an Australian phone number.

Email address: *

Must be an email address.

PREFERRED CONTACT

Please ensure that this person is aware of the application and able to readily respond to any questions regarding this application. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

Is the preferred contact person the same as the accountable officer listed above? *

○ Yes ○ No

PREFERRED CONTACT PERSON DETAILS

Name: *

First Name Last Name

Position: *

Primary phone number: *

Must be an Australian phone number.

Other phone number:

Must be an Australian phone number.

Email address: *

Must be an email address.

ADDITIONAL CONTACT PERSON

Please nominate an additional contact person for your application. This will be a secondary contact person within your organisation who the department will liaise with should the preferred contact person not be contactable.

Name *
Title First Name Last Name

Position *

Primary phone number: *
Must be an Australian phone number.

Other phone number
Must be an Australian phone number.

Email address: *
Must be an email address.

CONFLICT OF INTEREST DECLARATION

A conflict of interest is any personal, professional or financial interest that could influence, or be perceived to influence, decisions relating to this application or project. Examples include relationships with assessors, financial interests in project suppliers or contractors, or involvement in organisations that may benefit from the funding. If in doubt, declare the interest and provide details.

Please advise if any of the above contact officers have a conflict of interest for this claim: *
○ Yes - one or more of the officers have a conflict ○ No - no conflict of interest identified

Please provide details of the contact and the identified conflict. *

Pleas upload any files relating to the identified COI if applicable.
Attach a file:

Holding Page

* indicates a required field

APPLICANT ELIGIBILITY

The following are eligible to apply for a grant under the Regional Recycling Transport Fund Stream 2: Industry Grants Program Guidelines:

- A Queensland business with a valid Australian Business Number (ABN) or Australian Company Number (ACN); and
- the entity which bears the cost of transportation.

Referring to the eligibility criteria in the program guidelines, is your organisation eligible to apply for the grant under this round of funding? *
○ Yes
○ No

Eligibility documentation for your organisation: *
☐ Proof of business being located within Queensland - this may be a utilities bill, bank statement, or other official document showing the business has a physical address within Queensland.
Attach one of the above to confirm that your organisation is eligible, multiselect option.

Please attach your supporting documentation here: *
Attach a file:

ACTIVITY TYPE SELECTION

* indicates a required field

Please refer to the following section(s) of the ***[Regional Recycling Fund Stream 2: Industry Grants Program Guidelines]*** for details related to activity eligibility and funding:

- Eligible activities & material types
- Eligible expenses
- Available funding

Select the activity type(s) proposed in this application *
☐ Individual Transport Activity
☐ Multi-LGA Transport Activity
☐ Novel Transport Approach
Multiple activity types may be selected.

TRANSPORT ACTIVITY DETAILS

* indicates a required field

Activity Start Date *

Must be a date.

Activity End Date *

Must be a date.

Source Organisations

If multiple source organisations are involved in this activity, please click the + button to the right of the table to add more rows.

Organisation Name	Location	Role in Activity

Material Types

If more than one source and/or destination exists for this material type, more rows can be added via the + button to the right of the table.

The table view can be expanded by clicking the 'maximise' button located near the top right of the table - minimise it when finished.

Ensure that data recorded here is well considered and accurate to the best of your knowledge. Should your application be successful, this data will be used to gauge activity performance.

Material Type	Source Organisation Name	Destination Organisation & Site/Facility Names	Estimated Distance (km)	Estimated Quantity	Quantity Unit of Measurement	Transport Method	Destination facility confirmation of acceptance
			Must be a number.	Must be a number.			Written confirmation from the receiving facility that they are authorised and have capacity to accept the materials.
Other:						Other:	

Estimation Method Please outline the how estimations for the quantity and transport distance were determined.

*

Word count:
Must be no more than 200 words.
E.g. Quantities may be estimated based on historical load data, or may be based on deemed weights.

Proposed Novel Approach

Provide detail on the proposed novel approach, including specifications of:

- what is being proposed;
- how it differs from current practice;
- why it is innovative;
- how funding will support implementation.

*

Word count:
Must be between 300 and 750 words.

Please attach any additional information in support of the novel approach being proposed. *
Attach a file:

Assessment Criteria Responses

Ensure that your responses to the following prompts are well considered and accurate to the best of your knowledge. This information, together with other information provided in this application, will be used to determine your proposals suitability for funding.

Recycling/diversion outcomes

Describe how the proposed activity will improve resource recovery outcomes for the identified material streams.

In your response, describe:

- the material streams targeted by the proposed activity and the drivers for those materials to be recycled;
- the expected environmental and recycling benefits;
- how the activity will increase feedstock supply to recycling facilities.

*

Word count:
Must be no more than 500 words.

Long-term transport efficiency improvements
Describe the transport barriers affecting the identified material streams and how the proposed activity will address those barriers.

In your response, describe:

- the transport challenges affecting participating organisations;
- how the collaborative transport model addresses those challenges;
- expected freight efficiencies or transport cost reductions;
- any innovative or collaborative transport approaches being used;
- how benefits will continue beyond the funding period.

*

Word count:
Must be no more than 500 words.

Regional benefit and collaboration
Describe the benefits expected from the activity.

In your response, describe:

- any project partners and stakeholders involved in the activity;
- how the activity will benefit regional communities, businesses or councils;
- how the activity supports collaboration across organisations, industries or local government areas;
- how the activity improves access to recycling opportunities in regional Queensland.

*

Word count:
Must be no more than 500 words.

Represents value for money and sound governance
Demonstrate that the proposed activity is achievable and represents value for money.

In your response, describe:

- how the proposed budget and funding request have been developed;
- why the proposed costs are reasonable and proportionate to the expected outcomes;
- any financial or in-kind contributions supporting the activity;
- how benefits will continue after funding has been expended (where applicable).

*

Word count:
Must be no more than 500 words.

Capability and capacity to undertake the activity and manage funds
Please describe and give examples to demonstrate the capacity and capability of the applicant organisation to undertake the program and manage funds.

Example: If your organisation has not previously received grant funding, you could describe how you manage business finances, maintain invoices and transaction records, undergo financial audits, track material movements, manage contractors, or deliver projects with defined budgets and reporting requirements.

Word count:
Must be no more than 500 words.

Risk and Mitigation

Consideration and mitigation of risks associated with delivery of the proposed activity will be factored into assessment of applications.

This may include risks associated with health and safety, project delivery, or another other element of activity delivery.

The Queensland Governments Risk Assessment Matrix may be used to assist with risk identification and rating.

Have risks and associated mitigations for activity delivery been considered? *

○ Yes ○ No

Please upload your risk assessment and mitigation documentation for the proposed activity(ies) here.
Attach a file:

Transport Activity Budget - GST Registered Applicants

If more than one source and/or destination exists for this material type, more rows can be added via the + button to the right of the table.

The table view can be expanded by clicking the 'maximise' button located near the top right of the table - minimise it when finished.

Cost Category	Cost Description	Total Cost ($) (GST excl)	RRTF Funding Requested ($) (GST excl)	Applicant Self-Contribution ($) (GST excl)	Project Partner Funding ($) (GST excl)	Commercial Arrangement Funding ($) (GST excl)

Transport Activity Budget

Summary
Provide a summary of the expenses attributed to this transport activity, including costs which are eligible under the program guidelines, and those that are ineligible for program funding but will still be incurred.

Expenditure	$ (GST exclusive)
	Enter total amount per expense category, or $0 where applicable.
Material preparation for transport	
Loading, Unloading and Plant Hire	
Transport, Freight and Haulage	
Ineligible Costs	

Provide a summary of funding (not including RRTF) which will be sourced to account for the activity expenses outlined above.

Refer to the following funding source definitions when completing the funding sources table.

- **Applicant Contribution** – the applicant co-contribution of funding towards expenses incurred through this transport activity.
- **Partner Contribution** – if applicable, funding sourced through a partnering arrangement.
- **Transport Activity Revenue** - if applicable, funding obtained through a commercial arrangement in carrying out his transport activity.

Income	**$ (GST exclusive)**
	Enter $0 where applicable.
Applicant Contribution	
Partner Contribution	
Transport activity revenue	

Total Expenditure Amount
This number/amount is calculated.

Total Income Amount
This number/amount is calculated.

RRTF Funding Requested
Must be a dollar amount.

Detail
Please download and complete the following budget detail template. Once complete, upload in the field below.

Transport Activity Budget Detail Template.xlsx

Attach a file:

Other Grant Funding Sources

Has your organisation applied for, or is receiving, funding from any other grant programs for this same activities(ies)? *

○ Yes ○ No

Please provide details of the funding either received or applied for in relation to this activity including:

- the program name;
- who administers the program;
- the amount of funding;
- what the funding is for;
- what term the funding is paid over.

Please provide details: *

Please upload any documents relevant to other funding program support sought or obtained for this activity:
Attach a file:

Supporting Documentation

Please provide documents in support of your proposal. These may include:

- Technical reports
- Pilot results
- Business cases
- Partner commitments
- Activity scheduling
- Letters of support
- Collaboration agreements
- Cost estimates
- Transport studies
- Maps
- Procurement information
- Other supporting evidence

To assist with document identification, please clearly name documents relevant to their contents.

Attach a file:

DECLARATION AND SUBMISSION

DECLARATION

I declare that (delete what is not required for program):
☐ I am authorised by my group/organisation to complete this form.
☐ All information provided in this application is true and correct and no information is false or misleading.
☐ Agree that I have read and understand the guidelines, and will abide by all of the terms and conditions as specified.
☐ I have uploaded all relevant documentation as requested in this application.
☐ The lead organisation has insurance coverage of public liability of a minimum of $20 million and workers and volunteers under the Queensland Work Health and Safety Act 2011.
☐ I agree that the Department of the Environment, Tourism, 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 understand that ownership of materials purchased through this grant remains the property of the applicant organisation.
☐ 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.
☐ 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.

If successful, I will:
☐ Ensure any permits not provided within this submission (e.g. if you stated permits were being obtained) are obtained prior to the commencement of the project
☐ Ensure that the project continues to be covered by the appropriate level of insurance cover, providing renewed copies of insurance certificates when requested by the department.
☐ Ensure that all relevant health and safety standards will be met
☐ Ensure all workers who undertake any work for the recipient in connection with the recipient’s performance of this agreement, are covered and continue to be covered for the term, by workers compensation insurance.
☐ 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 the Environment, Tourism, Science and Innovation requirements
☐ Provide any documentation required by the Department of the Environment, Tourism, 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.

APPROVAL

This should be the person listed as the Accountable Officer on page two and if the project is successful, be responsible for signing the Grant Agreement.

Name of applicant accountable officer:

Title | First Name | Last Name

Position of applicant accountable officer:

Signature (type name here):

Date:

Must be a date.

FEEDBACK

How did you find out about this grant program?

- ☐ DETSI social media - Facebook or LinkedIn
- ☐ Email alert from DETSI
- ☐ DETSI website
- ☐ Previous grant applicant/recipient
- ☐ Media release
- ☐ Word of mouth
- ☐ Other:

How straightforward was this form to fill out?

- ○ Very straightforward
- ○ Straightforward
- ○ Somewhat straightforward
- ○ Somewhat difficult
- ○ 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?