

Regional Waste Management Plan Coordination

Form Preview

GENERAL INFORMATION

* indicates a required field

CLOSING DATE: 4PM SUNDAY 30 JUNE 2024

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 grant application service for *Regional Waste Management Plan Coordination*.

PROGRAM QUESTIONS

For queries about the **guidelines** or questions in the form, please contact Partnerships and Governance Team in the Office Of Circular Economy using the following email WastePlanImplementation@des.qld.gov.au. If you need to talk to someone from Partnerships and Governance please contact Rosie Savoca on 0436 837 418.

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

SmartyGrants 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 the [Help 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

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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 (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.

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.

Please confirm you have read the Regional Waste Management Plan Coordination Program Guidelines before proceeding *

- ☐ Yes
- ☐ No

Link here to [Program Guidelines](#)

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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.

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 website:

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

Your grant application and associated documentation is subject to the Right to Information Act 2009. We will only use your information for this purpose. 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

APPLICANT ORGANISATION

Name of applicant organisation *

Organisation Name

Trading name (if applicable)

ABN *

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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

Website address of organisation (if applicable)

Must be a URL

Street Address

Address

All fields are required. Country must be Australia

Postal Address

Address

All fields are required. Country must be Australia

Authorisation

Applicant's authorisation *

Attach a file:

Applicant's authorisation (for example, minutes of ROC meeting / minutes of steering committee / working group meeting / flying minute authorising this entity to apply for the funding)

APPLICANT ORGANISATION AUTHORISED/ACCOUNTABLE OFFICER

This person should be a responsible person within your organisation, for example Chief Executive Officer, Chairperson, Executive Officer or similar.

Name *

Title

First Name

Last Name

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Position in organisation

*

Email address *

Must be an email address

Preferred telephone number *

If you are providing a landline, you must include an area code.

Other contact telephone number

If you are providing a landline, you must include an area code.

PREFERRED CONTACT PERSON

Please ensure that this person is aware of the application and able to readily respond to any questions regarding this application. It is preferable the contact person is the registered SmartyGrants user.

It is also 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.

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

*

- ☐ Yes
☐ No

PREFERRED CONTACT PERSON DETAILS

Name *

Title

First Name

Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in organisation

Email address *

For example admin@project.com.au

Preferred telephone number *

If you are providing a landline, you must include an area code.

Other contact telephone number

If you are providing a landline, you must include an area code.

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Additional Contact Person Details

Additional contact person *

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

Additional contact person Position *

Additional contact person organisation

Additional contact person Office Phone Number *

Must be an Australian phone number.

Additional contact person Mobile Phone Number

Must be an Australian phone number.

Additional contact person Primary Email *

Must be an email address.

PROJECT LOCATION

* indicates a required field

Funding Expended

Please confirm that DESI awarded funds for this project will be expended in Queensland.

- ☐ YES
☐ NO

PROJECT SITE

Please select the councils included in the project. *

- | | | |
|--|--|---|
| <input type="checkbox"/> Aurukun Shire Council | <input type="checkbox"/> Fraser Coast Regional Council | <input type="checkbox"/> North Burnett Regional Council |
| <input type="checkbox"/> Balonne Shire Council | <input type="checkbox"/> Gladstone Regional Council | <input type="checkbox"/> Northern Peninsula Area Regional Council |
| <input type="checkbox"/> Banana Shire Council | <input type="checkbox"/> Gold Coast City Council | <input type="checkbox"/> Palm Island Aboriginal Shire Council |
| <input type="checkbox"/> Barcaldine Regional Council | <input type="checkbox"/> Goondiwindi Regional Council | <input type="checkbox"/> Paroo Shire Council |

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- | | | |
|---|--|--|
| <input type="checkbox"/> Barcoo Shire Council | <input type="checkbox"/> Gympie Regional Council | <input type="checkbox"/> Pormpuraaw Aboriginal Shire Council |
| <input type="checkbox"/> Blackall-Tambo Regional Council | <input type="checkbox"/> Hinchinbrook Shire Council | <input type="checkbox"/> Quilpie Shire Council |
| <input type="checkbox"/> Boulia Shire Council | <input type="checkbox"/> Hope Vale Aboriginal Shire Council | <input type="checkbox"/> Redland City Council |
| <input type="checkbox"/> Brisbane City Council | <input type="checkbox"/> Ipswich City Council | <input type="checkbox"/> Richmond Shire Council |
| <input type="checkbox"/> Bulloo Shire Council | <input type="checkbox"/> Isaac Regional Council | <input type="checkbox"/> Rockhampton Regional Council |
| <input type="checkbox"/> Bundaberg Regional Council | <input type="checkbox"/> Kowanyama Aboriginal Shire Council | <input type="checkbox"/> Scenic Rim Regional Council |
| <input type="checkbox"/> Burdekin Shire Council | <input type="checkbox"/> Livingstone Shire Council | <input type="checkbox"/> Somerset Regional Council |
| <input type="checkbox"/> Burke Shire Council | <input type="checkbox"/> Lockhart River Aboriginal Shire Council | <input type="checkbox"/> South Burnett Regional Council |
| <input type="checkbox"/> Cairns Regional Council | <input type="checkbox"/> Lockyer Valley Regional Council | <input type="checkbox"/> Southern Downs Regional Council |
| <input type="checkbox"/> Carpentaria Shire Council | <input type="checkbox"/> Logan City Council | <input type="checkbox"/> Sunshine Coast Regional Council |
| <input type="checkbox"/> Cassowary Coast Regional Council | <input type="checkbox"/> Longreach Regional Council | <input type="checkbox"/> Tablelands Regional Council |
| <input type="checkbox"/> Central Highlands Regional Council | <input type="checkbox"/> Mackay Regional Council | <input type="checkbox"/> Toowoomba Regional Council |
| <input type="checkbox"/> Charters Towers Regional Council | <input type="checkbox"/> Mapoon Aboriginal Shire Council | <input type="checkbox"/> Torres Shire Council |
| <input type="checkbox"/> Cherbourg Aboriginal Shire Council | <input type="checkbox"/> Maranoa Regional Council | <input type="checkbox"/> Torres Strait Island Regional Council |
| <input type="checkbox"/> Cloncurry Shire Council | <input type="checkbox"/> Mareeba Shire Council | <input type="checkbox"/> Townsville City Council |
| <input type="checkbox"/> Cook Shire Council | <input type="checkbox"/> McKinlay Shire Council | <input type="checkbox"/> Western Downs Regional Council |
| <input type="checkbox"/> Croydon Shire Council | <input type="checkbox"/> Moreton Bay Regional Council | <input type="checkbox"/> Whitsunday Regional Council |
| <input type="checkbox"/> Diamantina Shire Council | <input type="checkbox"/> Mornington Shire Council | <input type="checkbox"/> Winton Shire Council |
| <input type="checkbox"/> Doomadgee Aboriginal Shire Council | <input type="checkbox"/> Mount Isa City Council | <input type="checkbox"/> Woorabinda Aboriginal Shire Council |
| <input type="checkbox"/> Douglas Shire Council | <input type="checkbox"/> Murweh Shire Council | <input type="checkbox"/> Wujal Wujal Aboriginal Shire Council |
| <input type="checkbox"/> Etheridge Shire Council | <input type="checkbox"/> Napranum Aboriginal Shire Council | <input type="checkbox"/> Yarrabah Aboriginal Shire Council |
| <input type="checkbox"/> Flinders Shire Council | <input type="checkbox"/> Noosa Shire Council | |

Please select each council from the list. You can find this information at <https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search#> and typing in suburb name

ABOUT THE PROJECT

* indicates a required field

The objective of this funding is to enable eligible recipients to engage a coordinator to work cooperatively with councils across a region to implement a **Regional Waste Management Plan**.

Tips for completing this section

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Try and keep your answers succinct and to the point. Use dot points where appropriate.

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 *

(e.g. Coordinating implementation of (region name) RWMP)

Project summary (including objectives, scope of services to be delivered, expected outcomes and benefits)

*

Please refer to the program guideline for assistance in this section

Proposed model for service delivery *

e.g. employee, contractor (individual or business)

Project activities and timeframes *

Please use textbox or if preferred attach file below. If attaching file please note above.

Attach a file:

How is the project aligned to achievement of Waste Management and Resource Recovery Strategy targets? *

[Waste Management and Resource Recovery Strategy \(www.qld.gov.au\)](http://www.qld.gov.au)

How will the project be managed and monitored to ensure successful delivery and completion? *

What management structures does your organisation have in place to ensure all activities are completed successfully? Who will oversee this project? How will it be monitored to ensure milestones are met?

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How will you determine that the project has been successful? *

PROJECT BUDGET

Please provide details of your proposed grant expenditure. Ensure the information you provide in the following tables is clear and accurate.

Separate the expenditure out so that the Assessment Panel has a clear understanding of exactly how you wish to allocate your grant funding.

If your application is successful you will be required to acquit your grant expenditure against this budget.

For grants exceeding \$10,000 (ex GST) an audited financial statement signed by an independent qualified auditor, CPA or chartered accountant may be required.

Any ineligible items listed as part of the project expenditure may render your application ineligible.

Funding Requested

Specify the amount of funding requested each financial year and differentiate between distinct categories (e.g., salaries, other eligible expenses, etc.) Please provide the rationale for salaries/contractor fees, for example role level under certified agreement, etc.)

Budget Item / Category	Budget Item Rationale	2023/24	2024/25	2025/26	2026/27
		Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
		\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Total DESI Budget Requested

2023/24	2024/25	2025/26	2026/27	Total Funding Requested
This number/ amount is calculated.	This number/ amount is calculated.	This number/ amount is calculated.	This number/ amount is calculated.	This number/ amount is calculated.
\$	\$	\$	\$	\$

Cash and In-Kind Support

Specify the nature and extent of support (cash and in-kind) from other sources: detail extent of applicant organisation and partner (councils, other) organisation cash and in-kind support for the project.

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Organisation	Contact Name	Status of Support	Description of Support	Cash Amount	In-Kind Amount
		Confirmed or proposed		Must be a dollar amount.	Must be a dollar amount.
				\$	\$
				\$	\$
				\$	\$

Total Cash and In-Kind Amount

Cash Amount	In-Kind amount	Total cash and in-kind
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
\$	\$	\$

Project Total

Total DESI Requestd	Total Cash and In-Kind	Project Total
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
\$	\$	\$

Total Amount Requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

PROJECT GOVERNANCE

Governance arrangements/structure (please include who will manage the coordinator, and the reporting arrangement for the coordinator)

Governance Documents

Attach a file:

PROJECT RISKS

Risk Management

Please use the provided Risk Management Template download [here](#) or attach your own risk management assessment.

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Provide risk assessment completed for the project

Attach a file:

REQUIRED DOCUMENTS

* indicates a required field

Required Documentaton

Your application must contain the documents listed below.

Your application may be deemed ineligible if you fail to provide the appropriate supporting documents as requested.

Eligibility Documentation

ELIGIBILITY DOCUMENTATION FOR YOUR ORGANISATION

If your organisation is not a council, for example, it is a regional organisation of councils, please attach one of the following to confirm that your organisation is eligible:

- Certificate of Incorporation
- Certificate of Registration of a company and a copy of your organisation's constitution

Failure to provide required information will deem your application ineligible.

Please attach one of the following (whichever is applicable): Certificate of Incorporation OR Certificate of Registration

Attach a file:

NOTE: If your organisation is a registered company, a copy of your organisation's constitution which establishes your organisation as a not-for-profit entity must also be attached.

Please confirm which supporting documentation you have provided

- ☐ Certificate of Incorporation
- ☐ Certificate of Registration AND your organisation's constitution
- ☐ Not Applicable

CERTIFICATE OF CURRENCY - PUBLIC LIABILITY INSURANCE

Please provide insurance policy for public liability insurance coverage of at least \$20 million (in total) that is current and will remain current for the duration of the project.

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Evidence of public liability insurance must be provided to the Department before any funding is released.

Please attach public liability insurance policy

*

Attach a file:

Is a public liability insurance policy attached? *

- ☐ Yes
☐ No

Please confirm that workers compensation insurance will be held for the term of the project *

- ☐ Yes

Would you like to attach any other documents to support your application?

Other supporting documents

Attach a file:

DECLARATION

* indicates a required field

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 organisation to complete this form.

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 understand that ownership of materials purchased through this grant remains the property of the applicant organisation.

If successful, I will:

- ensure that the project will be covered by appropriate insurances
- ensure that all relevant health and safety standards will be met

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- 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 and Science on request.

I agree to the above *

☐ Yes

**Name of applicant
accountable officer ***

Title

First Name

Last Name

**Position of applicant
accountable officer ***

FEEDBACK

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 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?