

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

Form Preview

## GENERAL INFORMATION

\* indicates a required field

**OPENING DATE:** UPDATE

**CLOSING DATE:** UPDATE

**[PROGRAM GUIDELINES](#)**

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

### **BEFORE YOU BEGIN**

Welcome to the Department of the Environment, Tourism, Science and Innovation (DETSI) online grant application service for the **[South East Queensland City Deal Organics Processing Program \(the Program\)](#)**.

This application form relates to **STREAM 2 Major Projects** seeking funding above to **\$2 million**. If you are seeking funding equal to or less than this amount please apply for funding on through **[STREAM 1](#)**.

**Responses and supporting documentation must be commensurate with the complexity of the project and scale of funding being sought under the Program.** That is, applications for large and/or complex projects should contain sufficient information for the Department to assess it. Note this is a competitive grant process where comprehensive and complete applications will be rewarded.

The Program provides competitive grant opportunities for CoMSEQ councils to invest in organic processing infrastructure and practices, develop new industries to drive economic growth, support meaningful employment across SEQ, and reduce the impact of waste on the environment.

You are required to fully read the Program Guidelines and understand DETSI's requirements before proceeding with your application.

### **PROGRAM QUESTIONS**

For queries about the guidelines, deadlines, or questions in the form, please contact the Program Design and Delivery team, Office of Waste Reduction and Recycling on email **[WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au)**.

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

Applicants are encouraged to provide as much detail as possible for each question, as well as any supporting documentation which supports the application or project.

### **ABOUT THIS APPLICATION FORM:**

#### **HELP**

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

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](mailto: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 right-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.***

### **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.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

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 above information before proceeding: \***

Yes

## PRIVACY STATEMENT

The Department is collecting personal information in the application for the Program to assess your application for funding and prepare a Project Funding Agreement, should your application be successful.

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

- Other Queensland Government agencies.
- Australian Government agencies.
- CoMSEQ.
- External assessment panel members as decided by the Department.

The Department will ensure representatives from these organisations operate under confidentiality and conflict of interest requirements.

Where necessary, information contained in your application may also be provided to:

- The Queensland Minister for the Environment and Tourism 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).
- Relevant Australian Government Ministers and their 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 Queensland Government website and may be announced through media including social media:

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

### **Applying online using SmartyGrants**

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

DETSI 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](mailto: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](mailto:privacy@detsi.qld.gov.au).

### **I have read and accept the Privacy Statement: \***

- Yes

## ELIGIBILITY CHECK

\* indicates a required field

*Please complete this section to confirm that your organisation and the project are eligible under the Program Guidelines.*

### **1.1 Applicant eligibility - to be eligible for funding under the Program, the lead applicant must: \***

- Be a member council of the Council of Mayors (CoMSEQ) as of 21 March 2022.  
By not selecting this option, you will be ineligible for program funding.

### **1.2 Funding - must meet both statements: \***

- The applicant and any partners commit to providing at least one third of eligible project costs, as well as all other costs required to complete the project.  
 The requested funding for the project (NOT including the applicant contribution) is more than \$2 million (excluding GST).

By not selecting all the above statements, you will be ineligible for program funding. You will be unable to submit an application form without selecting the above two options. If the requested funding is less than \$2 million (ex GST), please complete a Stream 1 application form.

### **1.3 Project timeline - must meet both statements: \***

- The funding sought does not relate to costs incurred prior to the date which the Program Guidelines were released (8 April 2026).  
 The project will be completed by March 2028.

At least 2 choices must be selected.

By not selecting all the above options, you will be ineligible for program funding. You will be unable to submit an application form without selecting the above two options.

### **1.4 Project location: \***

- The project takes place in a CoMSEQ member council local government area.  
If you do not select the above statement, you will be ineligible for program funding.

### **1.5 Project Details - must meet both statements: \***

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

- The project has or will have all necessary planning and approvals, including environmental authorities and development approvals.
  - The project manages and processes organic material that originates in SEQ.
- By not selecting all the above options, you will be ineligible for program funding.

## APPLICANT DETAILS

\* indicates a required field

### 2.1 Applicant Organisation

**Legal Name - Organisation Name: \***

Organisation Name

**Applicant organisation 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	<a href="#">More information</a>
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.

**Primary Phone Number: \***

Must be an Australian phone number.

**Website: \***

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

Must be a URL.

**Provide a brief organisation description (area, population, key industry sectors) etc: \***

### 2.2 Responsible Person / Accountable Officer

A Responsible Person/ Accountable Officer is an individual within an applicant organisation who holds legal or formal authority to act on behalf of the organisation. This person is typically responsible for endorsing the grant application, ensuring the organisation meets its grant obligations, and entering into agreements if the grant is successful, for example the Chief Executive Officer, Executive Officer or similar.

**Name: \***

First Name

Last Name

**Position: \***

**Phone Number: \***

Must be an Australian phone number.

**Email Address: \***

Must be an email address.

**Postal Address:**

Address

### 2.3 Authorisation

*Applicants must have a letter of authorisation signed by the Responsible person, indicating their support of this application.*

*You must include the following information:*

- A letter of support/ commitment/ authorisation from the CEO or authorised representative, confirming their:
  - participation
  - direct financial contribution in relation to eligible costs

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

- direct financial contribution to ineligible costs, and
- in kind contribution.

If you are not in a position to upload the authorisation now, please upload a word document indicating the circumstances for gaining the authorisation.

### **Please upload applicant's authorisation:**

Attach a file:

If you are not in a position to upload the authorisation now, you will have up to four weeks after the closure of this stream to provide it to the department.

### **Upload other evidence to confirm the applicant's authorisation, such as council resolutions or board approval which confirms the undertaking of the project:**

Attach a file:

## **2.4 Preferred contact person**

### **Preferred contact officer: \***

First Name

Last Name

### **Position: \***

### **Phone Number: \***

Must be an Australian phone number.

### **Email Address: \***

Must be an email address.

### **Postal Address:**

Address

If different to the above postal address

## **2.5 Alternative contact person**

If preferred contact person is not available.

### **Name:**

First Name

Last Name

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

**Position:**

**Phone Number:**

Must be an Australian phone number.

**Email Address:**

Must be an email address.

**Postal Address:**

Address

**2.6 Are you partnering with another council or organisation for this project? \***

- Yes
- No

**2.7 Are you applying for more than one application through this Program? \***

- Yes
- No

**2.8 Provide the order of priority for projects applied for through the Program:**

## PARTNERSHIPS

\* indicates a required field

**3.1 Please indicate which type of organisation you are partnering with: \***

- Council/s
- Representative entity/s
- Private partner/s

At least 1 choice must be selected.  
More than one option can be chosen.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### 3.2 Applicant acknowledgement - please confirm you agree to the below acknowledgement statement before proceeding:

By submitting this application form for the Stream 2: Major Projects category of the SEQ City Deal Organics Processing Program, our organisation is positioned as the lead applicant. As such, we accept the responsibilities that come with this role, which include acting as the primary contracting party and ensuring that the project is delivered in accordance with agreed timelines, quality standards, and budgetary confines.

\*

Yes, I agree to the acknowledgement statement.

### 3.3 Please list all council partners for the project:

- |  |  |
|--|--|
| <input type="checkbox"/> Brisbane City Council           | <input type="checkbox"/> Noosa Shire Council             |
| <input type="checkbox"/> Gold Coast City Council         | <input type="checkbox"/> Redland City Council            |
| <input type="checkbox"/> Ipswich City Council            | <input type="checkbox"/> Scenic Rim Regional Council     |
| <input type="checkbox"/> Lockyer Valley Regional Council | <input type="checkbox"/> Somerset Regional Council       |
| <input type="checkbox"/> Logan City Council              | <input type="checkbox"/> Sunshine Coast Regional Council |
| <input type="checkbox"/> Moreton Bay Regional Council    | <input type="checkbox"/> Toowoomba Regional Council      |

Multi select option

Please list any other councils not listed above which are a partner for the project.

### 3.4 Non-Council Partners:

If this application involves a partnership with a representative entity or private partner, please provide the following details for each partner:

Legal Name	ABN	Primary address	Primary contact	Primary email address	Website
				Must be an email address.	Must be a URL.
Organisation Name					
Organisation Name					
Organisation Name					

### 3.5 Please describe the partnership arrangements for the proposed project:

Partner name	Role of each partner	Responsibility - project delivery

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

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### 3.6 Please describe the proposed governance arrangements between your organisation as lead applicant and partners:

Consider elements such as how will the partnership be formalised (e.g. MOU, contract, other)?; how will disputes be resolved?; how will information be shared through the duration of the project?; will an oversight committee, steering committee or similar be established to monitor project progress and what will be the reporting arrangements? Please note that this is how you are managing the relationship between partners as opposed to the governance around the delivery of the project which will be asked later in the application form.

\*

Word count:

Must be no more than 500 words.

### 3.7 Please upload documentation confirming the commitment and authorisation of each partner:

You must include the following information **from each partner**:

- A letter of support/ commitment/ authorisation from the CEO or authorised representative, confirming their:
  - participation
  - direct financial contribution in relation to eligible costs
  - direct financial contribution to ineligible costs
  - in kind contribution and
  - project responsibilities

**Note:** Please note if you cannot provide the information now you have four weeks from the closure of application window to provide this information.

Attach a file:

## PROJECT OVERVIEW

\* indicates a required field

Applicants are to provide detailed information regarding the project below.

**Responses and supporting documentation must be commensurate with the complexity of the project and scale of funding being sought under the Program.** That is, applications for large and/or complex projects should contain sufficient

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

information for the Department to assess it. Note this is a competitive grant process where comprehensive and complete applications will be rewarded.

While not an application requirement, applicants can support their application with additional documentation such as business cases, project plans, implementation plans etc. Applicants can upload these files at the end of the form.

## Data Sheet Template

Applicants are required to download and complete the data template for their application. [Data Template](#)

The completed data sheet should capture all necessary data for the project, including:

- Material flows
- Project budget
- Employment

This **must** be completed and attached to the application on the final page.

Please ensure all information provided in this application form aligns with the information in the data template. **Applications which provide clear and consistent information will be highly regarded.**

Ensure that project data is clearly delineated from other facility or business activities and costs.

## Project Location

### 4.1 Project short title: \*

Word count:

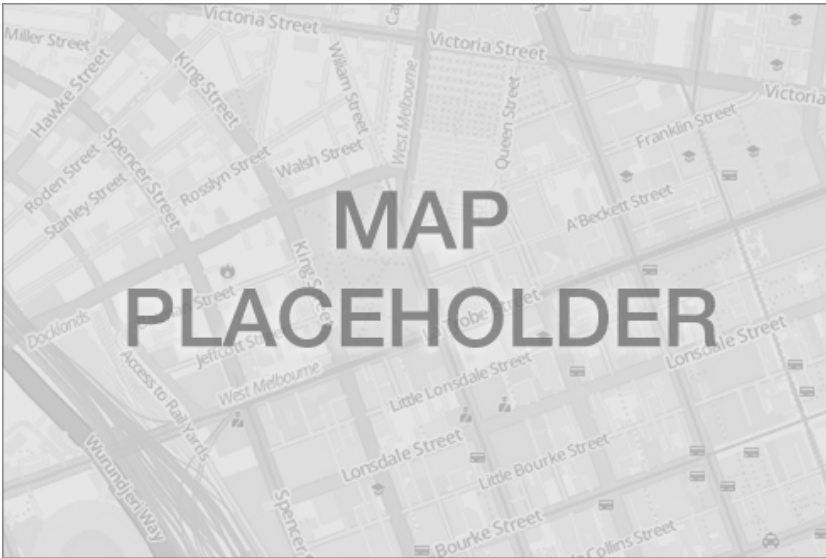
Must be no more than 10 words.

### 4.2 Project site address: \*

Address

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview



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

#### 4.3 Lot plan and number (if applicable):

#### 4.4 Local Government Area of Project Location: \*

#### 4.5 Problem statement (what is the specific problem you are trying to address?): \*

Word count:

Must be no more than 250 words.

What is the project and what issue does it address?

#### 4.6 Describe the land tenure arrangements for the project (lease, ownership, other):

### Project Summary

#### 4.7 Project summary (how are you proposing to address the problem outlined above?):

*Please provide a high-level overview of your project, detailing the primary aims and expected outcomes. What challenges does the project target? Why was this project chosen?*

\*

Word count:

Must be no more than 250 words.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### 4.8 Outline how the project aligns with the objectives of the Program and the SEQ Waste Management Plan: \*

### 4.9 Does your project relate to: \*

- Development of a new organics processing facility or process
- Expansion/upgrade to an existing site or process.
- Other:

### 4.10 Select which supply chain activity your project targets: \*

- Storage, sorting and/or bulk up
- Decontamination
- Processing (e.g. composting, anaerobic digestion).

Select all options that apply to your project

### 4.11 Detailed project description:

*Expanding on information above, provide additional detail of your project. Your response should include:*

- *What is the technology, infrastructure or service to be implemented?*
- *What are the alternatives and why is this the preferred option?*
- *The commercial viability of the project in consideration of the local and regional context, population and feedstock growth projections and offtake market uptake.*
- *What impact does the inclusion of this new infrastructure/process have on your current operations.*
- *Any additional information in relation to how the proposed project supports program objectives and/or local/regional priorities.*

\*

Word count:

Must be no more than 500 words.

### 4.12 What is the estimated additional processing capacity (tonnes per annum) the project will deliver? \*

Must be a number.

### 4.13 How has this processing capacity been estimated? \*

Community Benefit

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### 4.14 Local and Regional Community Benefit

Describe the local and/or regional community benefit of your project. In your response, consider how the project delivers benefit across one or more local government areas, and how benefits will be realised into the future.

\*

### 4.15 Job Creation:

**Provide details on the expected jobs created during and after the project:**

- *Project-specific jobs: temporary roles required only for the duration of the project (e.g. construction phase).*
- *Ongoing jobs: roles expected to continue after project completion (e.g. operational phase).*
- *Additional notes: provide estimated duration and/or if job numbers are uncertain, provide your best estimate.*

Job type	Number of jobs (FTE)	Additional notes
	Must be a number.	Must be no more than 200 words.
Project-specific jobs (temporary roles created for the project period)		
Ongoing jobs		

**4.16 As part of the requirements of the SEQ City Deal arrangements, successful projects must commit to ensuring all reasonable endeavours will be used to:**

- **Target a minimum expenditure of 3% of the total project value on First Nations businesses and suppliers**
- **Target a minimum of 3% First Nations employment in relation to the overall project.**

\*

I confirm

### 4.17 Project duration

Specify your anticipated project start date, noting that it cannot commence prior to the date that the Program Guidelines were released (8 April 2026). Provide the date you expect eligible project costs to commence. Provide your project end date, noting that all projects must be completed by March 2028.

Note: If you have an eligible project that commenced prior to the release of the Program Guidelines, please get in touch with the Department by emailing [WastePlanImplementation@detsi.qld.gov.au](mailto:WastePlanImplementation@detsi.qld.gov.au)

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

**Expected commencement date: \***

Must be a date and no earlier than 8/4/2026.

**Expected project end date: \***

Must be a date and no later than 31/3/2028.

### 4.18 Development Approvals and License conditions:

Will the proposed project require:

\*

- Variations to current development approvals, permits or environmental licenses
- New development approvals, permits or environmental licenses
- No required development approvals, permits or additional environmental licenses

**If variations or new approvals required - please provide further details here:**

Leave blank if not applicable.

**Are native title or cultural heritage approvals required for the project or project site?**

- Yes
- No

**4.19 Provide detail on how and when native title or cultural heritage approvals will be secured:**

## PROJECT MANAGEMENT & GOVERNANCE

\* indicates a required field

### Project management

#### 5.1 Project management approach:

*Please describe the project management methodology you will employ to deliver the project successfully. This should include clear definitions of:*

- *Project roles and responsibilities.*
- *Key performance indicators*
- *Project monitoring*

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

- *Project evaluation*
- *Any project management frameworks, software, or tools that will be utilised to manage the project.*
- *Critical steps, gateways or bottlenecks to project delivery.*

\*

Word count:

Must be no more than 500 words.

## Milestones and Activities

### 5.2 Project Milestones

Provide detail on milestones and activities for the project. Consider any milestones and gateways across all stages of the project life cycle, including:

- Initiation
- Planning
- Execution
- Monitoring and control
- Closure/extension/ongoing operation.

List all milestones for the project, the likely completion dates, and key activities to be undertaken under each milestone.

<b>Milestone no.</b>	<b>Milestone description</b>	<b>Expected completion date</b>	<b>Key activities and KPI's</b>
Must be a number.		Must be a date.	

### 5.3 Governance structure:

Clearly describe the proposed governance structure you will have in place for oversight of the project. **Note** this is in relation to the delivery of the project as opposed to the management of the relationship between partners requested earlier. Identify the main governance body such as a steering committee, project board or project control group. Please identify the members, their roles and responsibilities in relation to project delivery. Please ensure you include all key elements of the decision-making process, e.g. where a project board may be required to make recommendations or seek approval from a council committee, both of these elements should be captured in your response.

If applicable, please upload any supporting documentation on the last page of the application form.

\*

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

Word count:

Must be no more than 250 words.

### 5.4 Monitoring and Evaluation:

*Outline the strategies for monitoring and evaluating the delivery of the project and how it delivers on its stated outcomes (e.g. landfill diversion, decontamination, product quality, FTE creation).*

*Note that a Monitoring and Evaluation Plan may be required as a condition of any funding agreement.*

\*

Word count:

Must be no more than 500 words.

### 5.5 Capability and commitment to maintain

Provide detail on the capability of the applicant and project partners to deliver the project, referring to previous experience where appropriate.

Detail how the applicant and project partners will commit to maintain the project once it is fully operational.

**Detail the capability of the applicant to deliver the project, and how the applicant and project partners will commit to maintain the project beyond the life of the funding: \***

### 5.6 Key stakeholders:

List all stakeholders and how they will be engaged through the project. Consider:

- Material/waste suppliers
- Service providers
- Offtake markets
- Customers
- Community stakeholders.

**Key stakeholder**

**Engagement strategy**

**Desired outcome of engagement**

Key stakeholder	Engagement strategy	Desired outcome of engagement

Risk management strategies

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

**Applicants are to download and complete the linked Risk Matrix template below. The Risk Matrix is to be used to identify all risks associated with the implementation and ongoing operation of the project.**

**Please identify all risks and associated mitigation strategies to eliminate or reduce the impact should a risk occur.**

**Applicant's ability to clearly identify risks and appropriate mitigation strategies will be assessed.**

[Risk Matrix Template](#)

**5.7 Please attached the completed Risk Matrix here: \***

Attach a file:

## PROJECT BUDGET

\* indicates a required field

### Transcribe Data Sheet

For this section, you may transcribe responses and data points from your completed data sheet (refer to page 5 for template to download).

Please ensure consistency between information and data provided in both the detailed data template and the responses below.

### 6.1 Eligible project costs

Please provide details of the eligible items/activities for the project.

Eligible costs are **strictly capital costs** associated with building new, or upgrading existing, organics processing facilities and activities **associated with one or more** of the following supply chain areas:

1. **Storage, bulk up**
2. **Decontamination**
3. **Processing**

Applicants must provide the greatest level of granularity for eligible project costs. For example, construction costs can be broken down into:

- Site preparation
- Itemised building construction costs
- Infrastructure development, including electricity.

Similarly, equipment costs can be broken down into:

- Equipment costs
- Freight and delivery costs
- Commissioning and install costs.

Amounts must be **GST exclusive**.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

Eligible item/activity	Total item/activity cost
	Must be a dollar amount.

### 6.2 Ineligible and Other Project Costs

Ineligible project costs are listed in section 3.4 of the Program Guidelines. They include but are not limited to:

- Civil construction costs, including access roads
- Business as usual costs (land acquisition, overheads, passenger vehicles)
- Any operational costs required to complete or maintain the project, including project management costs and staff wages.

**Applicants must cover all ineligible costs for the project.** These costs do not count towards the applicant's one third contribution to eligible project costs.

Amounts must be **GST exclusive**.

Ineligible item/activity	Total item/activity cost
	Must be a dollar amount.

### Total costs

#### Total eligible costs:

This number/amount is calculated.

#### Total funding requested:

Must be a dollar amount.

Must be a maximum of two thirds total eligible costs.

#### Total applicant contribution to eligible costs:

Must be a dollar amount.

Must be a minimum of one third of total eligible costs.

#### Total ineligible project costs:

This number/amount is calculated.

#### Total project costs:

This number/amount is calculated.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### Total applicant contribution

This number/amount is calculated.

### 6.3 Evidence and Justification

Please provide appropriate evidence and justifications for project costings (this may include vendor/contractor quotes, market research, business case or internal documents).

Note that the Department will be considering robust and comprehensive evidence/justification provision during assessment.

#### Upload supporting evidence here: \*

Attach a file:

#### Please provide justification of quote absence and calculation of costing: \*

If two valid quotations were provided above please state N/A to this question.

### 6.4 Budget summary of applicant and each project partner (where applicable):

Please provide details for applicant and each project partner. For projects that do not have project partner/s, this will only include the budget summary for the applicant.

Organisation	Direct financial contribution (eligible costs) (ex GST)	Direct financial contribution (ineligible costs) (ex GST)	In-kind contribution
	Must be a dollar amount.	Must be a dollar amount.	

### 6.5 Have you applied for or received funding from other government (State or Commonwealth) departments for this project? \*

- Yes
- No

### Projects funded through other Government funding sources

To be eligible for funding through the Program, activities **must be** discernibly separate from activities funded through other means.

#### Funding source: \*

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

**Amount: \***

Must be a dollar amount.

**Status: \***

Approved

Pending

Declined

**Provide detail to demonstrate how this applied funding is separate from other funding means, including what stages of a broader program of work are or will be funded, if applicable. \***

### 6.6 Ongoing annual costs

Consider the ongoing annual cost to operate and maintain project. These may be operational costs, such as staffing and overheads, as well as capital costs such as servicing and maintenance. Provide an operational description of the project, including how costs have been calculated and how this has been taken into account when considering project viability.

\*

Please provide details of the activities and operational costs

**What is the estimated annual cost for ongoing project operations? \***

Must be a dollar amount.

Max 10 digits

### 6.7 Income and revenue

**Does the project generate any income or revenue, either through gate fees or onsale. \***

Yes

No

If yes is selected, please answer below question.

**What is the estimated annual revenue the project is likely to deliver \***

Must be a dollar amount.

**Describe how this revenue has been calculated, and any additional considerations to project income or revenue. \***

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### Contingency budget

Best practice project management dictates that contingency budgets must be considered to account for unexpected costs throughout the life of the project.

Applicants are encouraged to consider contingency budgets to account for potential cost increases throughout the life of the project.

**Please note that any increases in costs to either eligible or ineligible items or activities that are realised throughout the life of the project are not the responsibility of the Department and must be covered by the applicant and/or any project partners.**

## FEEDSTOCK, PRODUCT QUALITY AND END MARKETS

\* indicates a required field

### Transcribe Data Sheet

For this section, you may transcribe responses and data points from your completed data sheet (refer to page 5 for template to download).

Please ensure consistency between information and data provided in both the detailed data template and the responses below.

### Feedstocks

#### 7.1 Feedstocks

Please provide details of the feedstock for the project. Applicants must provide the following detail for each project feedstock:

- The source (service provision, organisation or process).
- The source category (MSW or C&I)
- If it's existing or additional to current operations
- The type of organic waste (**be specific**, e.g. FO, GO, FOGO, biosolids, liquid waste types, by products or other).
- The known or expected volume (tonnes per annum)
- The collection and transport arrangements e.g. existing or planned service providers and arrangements.

Source	Source type	Existing/ additional	Organic waste type	Volume (tonnes per annum)	Collection/ transport arrangements
				Must be a number.	

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview


### Total feedstock volume:

This number/amount is calculated.

### Describe the current arrangements for the feedstock listed above. Include if feedstock is currently being landfilled or processed another way: \*

## Recovery Process

### 7.2 Recovery Process

Please provide details of the different stages of the recovery or composting process in which the project operates.

Applicants are to consider all stages relevant to your activity including but not limited to:

- Feedstock delivery
- Decontamination
- Pre-processing (shredding, screening, mixing)
- Processing (composting, anaerobic digestion etc)
- Curing and maturation
- Post screening
- End product delivery or sale.

\*

## Contamination Management

### 7.3 Contamination Management

Provide detail on the contamination management and contamination rates for your project.

### Outline what measures will be undertaken to address contamination risks and ensure safety of material outputs: \*

### What is the current contamination rate (%) of feedstock?

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

Must be a number.

### What is the desired contamination rate (%) of feedstock?

Must be a number.

## Residuals

### 7.4 Residuals

Outline the residual material expected from the activity or project. Provide detail on:

- The residual waste/material type
- The annual volume (tonnes per annum)
- The expected percentage of total feedstock that the residual material represents
- The management plan and destination of the residual material.

Residual waste type	Volume (tonnes per annum)	% of feedstock	Management plan/destination
---------------------	---------------------------	----------------	-----------------------------

	Must be a number.	Must be a number.	

## End Markets

### 7.5 End Markets

Provide details of all the expected end markets for materials processed by the project. Include if it is a new or existing market, and the expected annual tonnage this market will absorb.

End markets may include third parties, receiving entities, sales, onsite use etc. Provide as much detail as possible.

Note that evidence of formal arrangements from all end markets will be a requirement for any funding agreement.

End market	New/existing	Address	Phone number	Tonnes accepted p/a
------------	--------------	---------	--------------	---------------------

		Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.	Must be an Australian phone number.	Must be a number.

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### SUPPORTING DOCUMENTATION

\* indicates a required field

Documents are only required to be uploaded once to the application. Ensure duplicate documents are not uploaded

Applicants must quantify, detail and evidence all assertions provided in this application. Please ensure all of the following documentation is attached to your application.

**APPLICATIONS THAT DO NOT HAVE ALL THE REQUIRED EVIDENCE AND DOCUMENTATION WILL BE CONSIDERED INCOMPLETE.**

Ensure all attachments follow a consistent naming convention e.g. "Applicant name\_Detailed Data Sheet", "Applicant Name\_Project Plan" etc.

#### Attach Completed Data Sheet

Applicants are required to complete the department's data template which details the material flows, project budget breakdown, employment and financial inputs (refer to page 5 for template to download).

Please ensure the information in the data matches responses to questions in this application.

**Attach your completed data sheet: \***

Attach a file:

#### Attach Completed Risk Matrix:

Attach a detailed Risk Matrix that identifies risks and responses for the project, the facility and the product (refer to page 6 for template to download). Include:

- Project risks during construction
- Ongoing operational risks of the facility
- Organisational risks
- Risks for the end-product, including changes to minimum standards and market demand.

**Attach your completed Risk Matrix \***

Attach a file:

#### Confirmation of Executive Authorisation

Confirm that you have attached to this application a letter of support/ commitment/ authorisation from the CEO or authorised representative, confirming their:

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

- participation
- direct financial contribution in relation to eligible costs
- direct financial contribution to ineligible costs, and
- any in kind contributions.

**Note:** Please note if you cannot provide the information now you have four weeks from the closure of this Stream of the Grant program to provide this information. If you have not provided it to this application, please email it through to [grantsadministration@detsi.qld.gov.au](mailto:grantsadministration@detsi.qld.gov.au) by the due date.

\*

I confirm

### Confirmation of Partnership Authorisation

Confirm that you have attached to this application a letter of support/commitment/authorisation from the CEO or authorised representative of each partnering organisation, confirming their:

- participation
- direct financial contribution in relation to eligible costs
- direct financial contribution to ineligible costs
- in kind contribution and
- project responsibilities.

**Note:** Please note if you cannot provide the information now you have four weeks from the closure of this Stream of the Grant program to provide this information. If you have not provided it to this application, please email it through to [grantsadministration@detsi.qld.gov.au](mailto:grantsadministration@detsi.qld.gov.au) by the due date.

\*

I confirm

### Attach Regulatory Approvals

Provide all relevant State and Commonwealth regulatory approvals needed for the project, including the Environmental Authority for the activity and location of the project.

#### **Attach all regulatory approvals:**

Attach a file:

### Confirmation of Feedstocks

Please provide any evidence/written support from all feedstock sources for the project which confirms:

- ability to guarantee supply
- estimated annual tonnes of supply; and
- transport/collection arrangements

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

- a contact person and contact details.

Note that successful applicants will have to provide evidence of formal arrangements of offtake markets through a signed funding agreement.

### **Confirmation of feedstock:**

Attach a file:

## Confirmation of End Market Evidence

### **All claims made within the application regarding end product uptake must be supported by evidence.**

Please provide any evidence/written support from all receiving entities for the project which confirms:

- their willingness and ability to receive products from the project
- annual tonnes to be accepted by the facility
- a contact person and contact details.

Note that successful applicants will have to provide evidence of formal arrangements of offtake markets through a signed funding agreement.

### **Confirmation of end markets:**

Attach a file:

## Supporting Documentation

Applicants are encouraged to attach any documentation or evidence which supports the project or the claims made in this application. This may include but is not limited to

- Business Case or Feasibility Studies
- Financial Assessments or Cost Benefit Analyses
- Project Plans
- Implementation Plans
- Communication and Engagement Plans
- Commercial/contractual arrangements of suppliers, feedstocks, offtake markets etc.
- Monitoring and Evaluation Frameworks
- Photographs.

### **Attach any supporting documentation:**

Attach a file:

## DECLARATION AND APPROVAL

\* indicates a required field

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

### CONFLICT OF INTEREST DECLARATION

**Does this project, or do any of the officers involved in the application, have any real, potential or perceived conflict of interest that you are aware of? \***

- Yes
- No
- Maybe

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.

**Please advise of the nature of the conflict of interest, the officer/s involved and the recommended action to address the risk:**

### DECLARATION

**I declare that: \***

- 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 have obtained written approvals from landholders and understand that written 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.
- 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

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

## Form Preview

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

Approval must be granted by the accountable officer listed on page 3. Should the project be successful, this will be the person responsible for signing the Grant Agreement with the Department.

### **Name: \***

Title      First Name      Last Name

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### **Position: \***

### **Signature (type name here): \***

### **Date: \***

# STREAM 2 Application Form - SEQ City Deal Organics Processing Program

Form Preview

Must be a date.

## FEEDBACK

### **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?**