2020-21 Local Government Levy Ready Grant Program – (Round 2)

Application form

PROGRAM BACKGROUND

This form is to be used for making an application for funding under the 2020-21 Local Government Levy Ready Grant Program (the Grant Program).

*The Grant Program aims to provide financial assistance to eligible Local Governments to upgrade or close section 325 small sites to ensure compliance with the Waste Reduction and Recycling Act 2011 (the Act).*

*Section 325 small sites are:*

* *levyable waste disposal sites with an environmental authority to dispose of less than 2,000 tonnes of waste, and*
* *a section 325 temporary exemption – exempt from the requirement to measure and record waste in accordance with section 59 and 61 of the Act.*

The section 325 temporary exemption expires on 30 June 2021, from this point on section 325 small sites will be required to measure and record waste according to section 59 and 61 of the Act.

All applicants are required to read the Grant Program Guidelines, published on the Department of Local Government, Racing and Multicultural Affairs website at <http://www.dlgrma.qld.gov.au/local-government/grants/current-programs.html> prior to submitting an application.

For general program enquiries, please contact the DLGRMA Brisbane Program Office on (07) 3452 7583.

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| I have read the Program Guidelines  | [ ]  Yes [ ]  No |

**PRIVACY STATEMENT**

*The Department of Environment and Science is collecting personal information in the application form to assess your application for funding and prepare a Project Funding 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 Environment and Science and the Minister’s members of staff for reporting purposes (except for information which relates to the Department’s confidentiality obligations).*

*The department will seek your consent for any use or disclosure outside these specific terms.*

*If your application is successful, the following information will be routinely published on the Department of Environment and Science’s media platforms:*

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

*Your grant application and associated documentation is subject to the Right to Information Act 2009. If you wish to access your personal information that is under 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 the Department of Environment and Science’s Waste Avoidance and Recovery Programs team on (07) 3330 6044.*

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| I have read and accepted the Privacy Statement.  | [ ]  Yes [ ]  No |

**ELIGIBILITY CRITERIA**

*The Grant Program is a competitive grant program specifically for Local Governments with section 325 small sites.*

*Applicants must answer ‘****Yes****’ to all the below listed criteria to be eligible under the Grant Program. If you answered ‘****No****’ to any of the below listed questions you may be ineligible to receive funding, please do not proceed with your application.*

*For further information, please contact the Brisbane Program Office on (07) 3452 7583*

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| **APPLICANT ELIGIBILITY**  |
| Are you a Local Government located in the Queensland levy zone? | [ ]  Yes [ ]  No |
| Does the levyable waste disposal site (LWDS) the subject of the application hold an environmental authority for the disposal of < 2,000 tonnes of waste? | [ ]  Yes [ ]  No |
| Do you hold a section 325 exemption under the Act for the LWDS subject of the application? | [ ]  Yes [ ]  No |
| **PROJECT ELIGIBILITY** |
| Will the proposed project facilitate the accurate collection of the levy? | [ ]  Yes [ ]  No |
| Will the proposed project ensure adequate security and operation controls? | [ ]  Yes [ ]  No |
| Will the proposed project comply with environmental authority and regulatory requirements? | [ ]  Yes [ ]  No |
| Will the project ensure the LWDS is compliant with requirement to measure and record waste according to section 59 and 61 of the Act by 30 June 2021? | [ ]  Yes [ ]  No |
| Will the project achieve at least one of the following outcomes:1. reduce the impact of waste on the community, and/or
2. increase the resource recovery capacity of the regional community?
 | [ ]  Yes [ ]  No |
| Does the project seek to: 1. Upgrade the LWDS so it meets impending legislative requirements under section 59 of the Act, or
2. Transition the LWDS so it is no longer a LWDS subject to section 59 of the Act?
 | [ ]  Yes [ ]  No |

**APPLICANT DETAILS**

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| **Local Government details** |
| Name  |  |
| ABN |  |
| Registered address |  |
| Postal address  |  |
| Office Phone |  |
| Email  |  |

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| **Responsible person** *Note: This is the person who has authority to enter into a Project Funding Agreement for funding with the department. For Local Governments this will most likely be the Chief Executive Officer or their delegate.* |
| Name (first & last) |  |
| Position |  |
| Phone |  | Mobile  |  |
| Email |  |

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| **Preferred contact person** *Note: This is the preferred contact person for this grant application. Please ensure that this person is aware of the application and is able to readily respond to any questions regarding this application* |
| Name  |  |
| Position |  |
| Phone  |  | Mobile  |  |
| Email |  |

**SECTION 325 SMALL SITE DETAILS**

*Local Governments must submit one application* ***per levyable waste disposal site****. Within each project proposal the Local Government can request funding for multiple eligible project components.*

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| --- | --- |
| Site name |  |
| Street address  |  |
| Environmental Authority No |  |
| DES Reference (s325 notice) | WLA |
| Waste type(s) accepted at site: | [ ]  MSW [ ]  C&I [ ]  C&D [ ]  Regulated  |
| Tonnes waste processed at LWDS in 2019-20 FY |  |
| Tenure of proposed facility: | [ ]  Owned [ ]  Leased [ ]  Rental [ ]  Other  |
| Does the Local Government have legal authority to construct infrastructure at site? |  [ ]  Yes [ ]  No  |

**PROJECT DETAILS**

*Try and keep your answers succinct and to the point. Use dot points where appropriate. Focus on the facts and ensure your application provides a clear outline of what you intend to do, how you intend to do it, and why your project is important.*

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| --- | --- |
| Project title |  |
| Project Type | [ ]  Upgrade the LWDS so it meets impending legislative requirements. [ ]  Transition the LWDS so it is not recognised as a LWDS under the Act. |
| Short project descriptionDescribe what activities will take place and who will undertake them *Less than 200 words* |  |
| Total funding amount requested  |  |
| Estimated project start date |  |
| Estimated project completion date *Must be before 30 June 2021* |  |

**PRIORITY RANKING**

*Where a Local Government is submitting* ***more than one application*** *for funding please rate the priority of this project against other applications. For example, if a council submits 3 applications for funding, each application should be given a priority ranking out of 3, with one being the most preferable and 3 least preferable.*

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| Priority rating *Must be a number* |  |
| Explain why this project was given the above priority rating*Less than 200 words* |  |

**ALIGNMENT WITH PROGRAM OBJECTIVES**

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| How will the project facilitate the collection of the levy? *Less than 200 words* |  |
| How will the project ensure adequate security and operation site controls?*Less than 200 words* |  |
| How will the project ensure compliance with environmental and regulatory requirements?*Less than 200 words* |  |

**UNDERSTANDING OF WHOLE OF ASSETS LIFE COSTS**

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| How have whole of life costs for the project been taken into account?*Less than 200 words* |  |
| How have these considerations contributed to the selection of the preferred project option?*Less than 200 words* |  |
| If funded, what are the long-term plans for the management of the site beyond the funding period?*Less than 200 words* |  |
| [ ]  **Supporting information such as asset management plans and maintenance costs have been attached*.***  |

**ORGANISATION’S CAPACITY TO DELIVER PROJECT**

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| --- | --- |
| What experience does the Council have in delivering projects of this nature?*Include a description of previous relevant project experience, including timeframes, outcomes and project value.* *Less than 200 words* |  |
| Will council have a dedicated project manager overseeing the project? | [ ]  Yes [ ]  No |
| If approved, would this project be ready to commence upon notification of approval? | [ ]  Yes [ ]  No [ ]  Project has already commenced |
| Are there any issues that may impact on the commencement and/or completion of this project by the 30 June 2021?*Less than 200 words* |  |
| [ ]  **Project Management Plan and Risk Assessment have been attached to application**  |

**PROJECT COSTS**

*Details of project costs are required below. All costs must be associated with the described infrastructure project.*

*Total costs of the project are required for the assessment of applications and to understand the value of the project.*

*It is acknowledged that due to the varying nature of eligible projects, some costs reported below may be estimations. Please support all values with quotes/ evidence, where possible.*

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| **PROJECT COMPONENTS AND COSTS** *Please detail below the cost of each project component by type. Rows may be added and removed from the table as required.* *Please refer to sections 2.5 and 2.6 of the Program Guidelines To determine whether a project component is eligible or ineligible* |
| **SECURITY** |
| **Description** | **Cost (ex GST)** | **Quote Attached** | **Eligible /Ineligible**  |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| Please add and remove rows as needed.  |
| **UTILITIES** |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| Please add and remove rows as needed. |
| **TRAFFIC CONTROL** |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| **EARTHWORKS AND ROADWORKS** |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| **CLOSING AND CAPPING LANDFILL**  |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| **OTHER NECESSARY FOR OPERATION OF SITE** |
|  | $ | [ ]  Yes [ ]  No | [ ]  Eligible [ ]  Ineligible |
| **TOTAL PROJECT COSTS**  | **$**  |

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| **FINANCIAL CONTRIBUTIONS** |
| **Funding contributor** | **Contribution description** | **Approved/Not Approved** | **Amount** |
| [ ]  **Local Government**[ ]  **Other** |  | [ ]  Approved[ ]  Not approved | $      |
| Please add and remove rows as needed |
| [ ]  **Letter from chief executive authorising project and co-contribution attached to application** |

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| **BREAKDOWN OF TOTAL PROJECT COSTS** |
| Total project costs * include all costs associated with the project (with a contingency)
 | A | $      |
| Ineligible costs | B | $      |
| Other financial contributions | C | $      |
| Total eligible project cost (A-B-C) | D | $      |
| Subsidy percentage requested (enter requested subsidy rate) | E |        % |
| **Subsidy requested** (D\*E/100) | F | $      |
| Council contribution (does not include ineligible costs) (D-F) | G | $      |

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| **FINANCIAL CONSIDERATIONS** |
| If subsidy requested is > 80% please provide explanation.*Less than 200 words.* |  |
| Provide details of the basis of the project cost estimate and project cost contingency. |  |
| How was value for money for this project was assessed?*Less than 200 words.* |  |

**OTHER SUPPORTING INFORMATION**

*Is there anything else the department should have consideration of in assessing your application?*

*Please provide any extra information that is relevant or may assist in assessing your project.*

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**DECLARATION**

*I declare that all information provided in this application is true and correct and no information is false or misleading.*

*I am authorised by my group/organisation to complete this form.*

*I agree that the Department of Environment and Science 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 declare that I have, or will obtain, all necessary Commonwealth, State and Local planning permits and any other permits and approvals required to undertake this project and understand that such permits and approvals are a pre-requisite to receiving any funding for the project.*

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| --- | --- |
| I agree to the above | [ ]  Yes [ ]  No |
| Name  |  |
| Position |  |
| Date (DD/MM/YYYY) |  |

Please email/submit this form to the Department of Local Government, Racing and Multicultural Affairs at 2020-21LocalGovernmentLevyReadyGrantProgram-Round2@dlgrma.qld.gov.au by the program’s closing date, 6 November 2020.