**QUEENSLAND RECYCLING MODERNISATION FUND (QRMF)**

**APPLICATION FORM**

**Overview**

The Queensland Recycling Modernisation Fund (QRMF) is a joint initiative supported by the Queensland and Australian Governments to invest in new infrastructure that sorts, processes, recycles and remanufactures waste streams subject to ban from export. The key outcome sought through the QRMF is acceleration of projects that address critical infrastructure gaps in Queensland’s waste management and resource recovery industries.

Projects should contribute to moving Queensland towards a circular economy by adding value to waste resources and retaining them where possible within local economies.

The QRMF is focused on:

* attracting private sector investment in new infrastructure with a focus on these waste streams:

o waste plastic

o mixed and unsorted paper and cardboard

o unprocessed glass, in a whole or broken state (both formed packaging and flat sheet glass) and

o whole used tyres, including baled tyres

• improving sorting, processing, recycling and remanufacturing of waste

• facilitating waste avoidance, landfill diversion (including stockpile diversion / reduction) and recycling activities

• creating economic development opportunities particularly in regional areas

• creating job development opportunities particularly in regional areas

• building a stronger onshore recycling industry by developing new domestic markets for recycled materials

• addressing Queensland’s regional and remote waste challenges where possible.

The QRMF will be continuously monitored and reviewed to ensure that objectives are achieved. These Guidelines may be updated in future should further funding rounds be offered.

**How to complete this form**

* Read the QRMF Guidelines that accompany this application form first.
* Complete **Parts** **A, B, C, D (including the Detailed Data Template) and E** and submit by 5pm, 7 September 2021
* If you have any questions you can contact the program team on 13 QGOV or at qrmf@dsdilgp.qld.gov.au
* You must answer all questions in this form.
* It is recommended you save a copy of this form to prepare your responses then copy and paste the responses into the online form.
* Your final submission **must** still be completed through the online form.
* To submit your application, you will need to complete the application form, complete and upload the detailed data template provided and upload all other documentation that supports your project application.
* To help you prepare your application, you can download and review a copy of the application. Your final submission must still be completed through this online form.

**Next steps**

* Under the QRMF, grant applicants and projects must meet minimum eligibility criteria. If an applicant or project does not meet the eligibility criteria set out in Sections 3.1 and 3.2, it will not be considered for funding.
* Should the eligibility criteria be met, applicants will be assessed against the assessment criteria and given a rating against each criteria. The project’s rating against the assessment criteria and alignment with the program objectives will determine whether the application will progress to inter departmental panel review step.
* Applicants will be notified by email if:
	+ they progress to the inter departmental panel review step
	+ if their application was not eligible
	+ if their application was not successful.
* If you are successful at application and assessment step, you will be requested to provide further details to inform the recommendations presented to an inter departmental panel for consideration. The panel consists of senior representatives from the Department, the Department of the Premier and Cabinet, Queensland Treasury, the Department of Environment and Science. The panel may propose amendments to the funding requested or defer a recommendation pending further information.
* If the panel supports the application, the Australian Government will be advised.
* If the panel does not support the application, you will be notified in writing.
* All applications will be scored in a competitive, merit-based process against the eligibility and assessment criteria. Potential applicants are advised to consult Section 5.3 of the Program Guidelines for further information regarding the inter departmental panel review step.
* Only one project per applicant may be submitted, including where the applicant is the lead applicant for a joint application.

**Enquiries**

Queensland Government Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)

Telephone: (07) 13QGOV (13 74 68)

Email: qrmf@dsdilgp.qld.gov.au

**Privacy notice**

Personal information you provide will be used by DSDILGP to assess this application under the Guidelines and this information may be disclosed to contractors engaged by DSDILGP and to other Queensland Government agencies for this purpose.

**PART A – APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Primary applicant organisation** |  |
| **Organisation****Name of legal entity:** (required) |  |
| **Trading / business name:** (if different to legal entity) |  |
| **Key contact person** |  |
| Title: (required) |  |
| First name: (required) |  |
| Last name: (required) |  |
| Position: (required) |  |
| Telephone: (required) |  |
| Mobile: |  |
| Email: (required) |  |
| **Business address** |  |
| Street address: (required) |  |
| Town / Suburb: (required) |  |
| State: (required) |  |
| Postcode: (required) |  |
| **Postal address** (if different from address above) |  |
| Mail or Locked bag number:  |  |
| Town / Suburb:  |  |
| State:  |  |
| Postcode:  |  |
| **Organisation website:**  |  |
| **Other applicants** | [ ]  Yes (if yes, complete **Consortium / Partner organisation details** section)[ ]  No (if no, proceed to Part B: Project summary) |
| **Consortium / partner organisation details *(only show if other applicants selected)***Enter details below if any consortium or partner organisation(s) will have an active role in delivering the project. A memorandum of understanding (MOU), consortium agreement or letter from each organisation must be attached, confirming participation, roles, responsibilities and funding contributions. If there are more than two partners, you can upload additional details at the end of the application. |
| **Partner 1** |  |
| **Name of legal entity:** |  |
| Australian Business Number (ABN) or Australian Registered Body Number (ARBN): |  |
| Main street address:  |  |
| Town/suburb: |  |
| Postcode: |  |
| State: |  |
| Postal address (if different from above): |  |
| Town/suburb:  |  |
| Postcode: |  |
| State: |  |
| Role in project: |  |
| Co-funding contribution $ |  |
| **Key contact person** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |
| **Partner 2** |  |
| **Name of legal entity:** |  |
| Australian Business Number (ABN or ARBN): |  |
| Main street address: |  |
| Town/suburb:  |  |
| Postcode:  |  |
| State: |  |
| Postal address (if different from above): |  |
| Town/suburb:  |  |
| Postcode:  |  |
| State: |  |
| Role in project: |  |
| Co-funding contribution $: |  |
| **Key contact person** |  |
| Name: |  |
| Position: |  |
| Telephone: |  |
| Email: |  |

**PART B – ORGANISATION ELIGIBILITY**

This section sets out the eligibility criteria for all applicants. If an applicant does not meet these eligibility criteria, the submitted application will not be considered further.

Please review and complete this section to confirm organisation eligibility to apply for funding. You must answer the following questions truthfully to the best of your knowledge and be able to provide details to support your answers when required.

For more details on organisation eligibility, see section 3.1 of the Program Guidelines. If you are uncertain about your eligibility, you should discuss your proposal with **DSDILGP** first.

|  |  |
| --- | --- |
| To be eligible for funding, only one project per applicant may be submitted. Is this your only application? | [ ]  Yes [ ]  No  |
| To be eligible for funding under the QRMF, an applicant must be a legal entity\* with an active Australian Business Number (ABN) or Australian Registered Body Number (ARBN) |
| **Australian Business Number (ABN)** or **Australian Registered Body Number (ARBN)** (required) |  |
| **Type of organisation** (required) The applicant organisation may be a business, local government (including local government owned / controlled organisations) or a not-for-profit or non-government organisation. The applicant may also be in the process of establishing a business for the purpose of launching a resource recovery project.Regional groups of councils and partnerships between industry and local government are also encouraged to apply, but one organisation should be identified as the lead applicant and administrator of the project. Individuals and sole traders are not eligible. | [ ]  Australian public or private company or partnership as defined under the *Corporations Act 2001* (Cwlth).[ ]  Not-for-profit organisation[ ]  Local government / local government owned / controlled organisation; or regional organisation of councils[ ]  Trustee Company*Note: All Applicants must be legally constituted entities and* ***not individuals or sole traders.*** |
| Is this a joint or consortia applicant? | [ ]  Yes [ ]  No  |
| Does this project support capital investment in resource recovery facilities and infrastructure in Queensland? | [ ]  Yes [ ]  No  |
| **Internal approval - authority to proceed**Do you have authority to apply for a grant and proceed with the project?  | [ ]  Yes [ ]  No  |
| **Financial capacity:**Use the data template – Project Budget tab to calculate the eligible costs.*Refer Section 3.2 of the Program Guidelines for details of eligible project costs.*Does your organisation have the financial capacity to fund 50% of the total eligible project costs of the project? | [ ]  Yes [ ]  No  |
| Does your organisation have the financial capacity to fund 100% of the total ineligible project costs of the project? | [ ]  Yes [ ]  No  |
| Does your organisation have the financial capacity to fund the ongoing operational costs over the life of the project (without reliance on ongoing Government assistance)? | [ ]  Yes [ ]  No  |
| Are you an Aboriginal and Torres Strait Islander council? | [ ]  Yes [ ]  No  |
| **Technical capacity:**Does your organisation have the technical capacity to deliver the project? | [ ]  Yes [ ]  No  |
| If No, what firm(s) will you be engaging to deliver the project? |  |
| **Experience:**Describe your organisation’s current activities/experience in the resource recovery industry and in delivering similar projects, including technical capacity to deliver the project if you indicated yes above. |  |
| **Regulatory compliance history:**Can your organisation demonstrate a history of compliance with all relevant legislation, including Queensland environment protection legislation? If you have had minor infringements and non-compliances which have been adequately rectified, you may still answer yes to this question, but please upload a brief outline of the infringements and non-compliance and how they were rectified using the tool provided.. | [ ]  Yes [ ]  No  |

**PART C – PROJECT ELIGIBILITY**

This section sets out the eligibility criteria for all projects. If a project does not meet these eligibility criteria, the submitted application will not be considered further.

Please review and complete this section to confirm project eligibility to apply for funding. You must answer the following questions truthfully to the best of your knowledge and be able to provide details to support your answers when required.

For more details on project eligibility, see section 3.2 of the Program Guidelines. If you are uncertain about your eligibility, you should discuss your proposal with **DSDILGP** first.

|  |  |
| --- | --- |
| **Project title:**This name will be used on all correspondence and public information about the project. Please use 10 words or less and consider including the location of the project in the title for reference. |  |
| **Project summary** (maximum of 3 paragraphs):Please provide a concise summary of your project. The summary should include a description of the resource recovery infrastructure to be built or enhanced, the type of waste materials to be recovered and the benefits the project will deliver for Queensland’s resource recovery industry. The summary should note if it contains any commercially sensitive details as it may be used in public announcements about the project. |  |
| **Project location:**Where will the project be delivered (must be in Queensland) – please provide an address (if available) or a suburb and postcode.Street address: (if available)Town / Suburb: (required)State: Queensland Postcode: (required) |  |
| **Specific waste stream:**The QRMF is supporting specific waste streams (waste plastics, glass, paper and cardboard and tyres) that will be impacted by the Council of Australian Governments (COAG) waste export ban. These waste streams must be currently being landfilled or recovered to low value outlets. Please select the stream which is likely to be the largest by weight processed by your facility. | [ ]  waste plastics[ ]  unprocessed glass[ ]  mixed and unsorted paper and cardboard [ ]  whole used tyres |
| **Activity type:**The QRMF is supporting activities that increase the capacity for domestic sorting, processing, recycling and remanufacturing of the specific waste streams (waste plastics, glass, paper and cardboard and tyres) that will be impacted by the Council of Australian Governments (COAG) waste export ban These waste streams must be currently being landfilled or recovered to low value outlets. Please select the type of activity that most closely aligns with your project activities. |

|  |
| --- |
| [ ]  sorting[ ]  processing[ ]  recycling[ ]  remanufacturing |

 |
| **Infrastructure:**Your project will deliver new or improved resource recovery infrastructure? | [ ]  Yes [ ]  No  |
| **Technology:**Will the project use only technology and solutions that have been commercially proven in similar applications, either in Queensland or elsewhere?  | [ ]  Yes [ ]  No  |
| Please provide links to company websites / Youtube / social media pages that demonstrate the current technology applications. |  |
| **Timeframes:**QRMF projects must be completed by **30 June 2024**.What is the estimated construction / fabrication commencement date or timeframe for the project? |  |
| **What is the estimated construction completion / commissioning date or timeframe for the project?** |  |
| **Project costs:**QRMF will fund up to a maximum of 50% of actual expenditure on eligible project costs Use the Detailed Data Template – Project Budget tab to calculate the eligible costs.*Refer Section 3.3 of the Program Guidelines for details of eligible project costs.* |  |
| Total eligible project cost | $ |
| Total ineligible project cost | $ |
| Total project cost | $ |
| **Project funding sources:**Please enter numerical values in Australian dollars (excluding GST). |  |
| Funding requested from QRMF(up to a *maximum 50% of the total eligible project costs*) | $ |
| Lead applicant co-contribution(*minimum 25% of total project cost in cash)* | $ |
| Other funding sources  | $ |
| Total project cost | $ |
| **Other grants:**Please detail any grants, other than the QRMF, which will contribute funding toward the project. Provide the agency offering the grant, program title, amount sought, application status. |  |

**PART D –ASSESSMENT CRITERIA**

This section sets out the assessment criteria that applications are assessed against. More details about the assessment are included in section 6 of the Program Guidelines. If you are invited to progress to inter departmental panel review step, you may be required to provide updated or additional information against these same criteria.

**Assessment Criteria 1 (30% weighting):**

(maximum of 1 page per criteria)

|  |
| --- |
| Contribution to the development of an improved, more robust resource recovery industry including:* achievement of Queensland Government and Australian Government diversion targets for the waste streams of plastics, mixed and unsorted paper and cardboard, unprocessed glass or whole used tyres
* acceleration of private sector investment
* development of the waste industry supply chain and secondary markets
* the contribution to transitioning Queensland towards a circular economy and increasing the value of new products produced from the processed waste
 |
|  |
| **Waste diversion** How many tonnes of waste will be diverted from landfill per year (from your Detailed Data Template).  | Tonnes per annum |
| Please upload your completed Detailed Data Template here using the tool provided. |

**Assessment Criteria 2 (30% weighting):**

(maximum of 1 page per criteria)

|  |
| --- |
| Viability of the project including:* access to feedstocks demonstrated through Heads of Agreement, Letters of Support, Memorandums of Understanding or similar
* access to offtake markets similarly demonstrated through Heads of Agreement, Letters of Support, Memorandums of Understanding or similar
* access to secure and confirmed financial sources to deliver the project
* ability to secure all necessary planning and environmental approvals and other licenses/permits as required within a reasonable timeframe
 |
|  |
| **Supply Chain Development**Does the project have demonstrable availability of waste feedstocks? ***Note****: Feedstock volumes are to be recorded in the Detailed data template – Material Flows tab.*Supporting documents should include* Heads of Agreement, Letters of Support, Memorandums of Understanding or similar to demonstrate access to feedstocks

*Please upload your supporting documentation here using the tool provided. If supplying multiple files, please upload them as a .zip file.*  | [ ]  Supply secured.[ ]  MOU in place for supply[ ]  Supply currently being negotiated.[ ]  Other (provide details): |
| **Does the project have access to offtake markets for recovered products?*****Note:*** *Output volumes are to be recorded in the Detailed data template – Material Flows tab.* Supporting documents should include* Heads of Agreement, Letters of Support, Memorandums of Understanding or similar to demonstrate access to offtake markets

*Please upload your supporting documentation here using the tool provided. If supplying multiple files, please upload them as a .zip file.*  | [ ]  Offtake confirmed[ ]  MOU in place for offtake[ ]  Offtakes currently being negotiated.[ ]  Other (provide details): |
| **You must demonstrate that you have the financial capacity to fund****- 50% of total eligible project costs****- 100% of the total ineligible project costs****- 100% of the ongoing operational costs over the life of the project (without reliance on ongoing Government assistance)**You must provide three years of financial statements (including Balance Sheet, Income Statement, Statement of Cash Flows and all notes to the accounts from your company. Additional supporting documents could include* bank statements, projected business/group cashflow, finance agreements, formal agreements with a related parent/group entity

*Please upload your supporting documentation here using the tool provided. If supplying multiple files, please upload them as a .zip file.* |  |
| **If 100% of the requested funding amount is not provided, how will this impact your project?** |  |
| **Approvals**What planning approvals and environmental licences required for the project are in place? Please supply copies where available.*Please upload your supporting documentation here using the tool provided. If supplying multiple files, please upload them as a .zip file.* |  |
| What planning approvals and environmental licences required for the project are yet to be secured? |  |

**Assessment Criteria 3 (20% weighting):**

(maximum of 1 page per criteria)

|  |
| --- |
| Project delivery and risk management including:* demonstrated experience and capability in delivering similar projects
* comprehensive project plan
* well considered risk identification and management plan.
 |
|  |
| Supporting documents should include:* a comprehensive project plan and a risk identification and management plan

*Please upload your supporting documentation here using the tool provided. If supplying multiple files, please upload them as a .zip file.* |  |

**Assessment Criteria 4 (15% weighting):**

(maximum of 1 page per criteria)

|  |
| --- |
| Value for money:* government investment per tonne of waste diverted
* amount of private sector investment compared to government investment
* local benefits
 |
|  |
| **Employment**:Please enter the number of FTE construction jobs to be created |  |
| Please enter the number of FTE operational jobs to be created |  |

**Assessment Criteria 5 (5% weighting):**

(maximum of 1 page per criteria)

|  |
| --- |
| Community engagement and social licence including:* consideration of community and broader social impacts
* community perception of project and organisation
 |
|  |

**PART D – ASSESSMENT CRITERIA - ADDITIONAL FILES**

**Please ensure that you have responded to, and addressed, the Assessment Criteria, including all the sub-dot points.**

As part of addressing the assessment criteria, you should have uploaded the following supporting documentation:

[ ]  A detailed data template must be submitted (provided in application pack) – waste flows refers to inputs, output of recovered materials and / or energy products and residual waste to landfill

[ ]  Heads of Agreement, Letters of Support, Memorandums of Understanding or similar to demonstrate access to feedstocks

[ ]  Heads of Agreement, Letters of Support, Memorandums of Understanding or similar to demonstrate access to offtake markets

[ ]  Last three-years financial statements (including Balance Sheet, Income Statement, Statement of Cash Flows and all notes to the accounts), plus other relevant documentation including bank statements, projected business/group cashflow, finance agreements, formal agreements with a related parent/group entity to demonstrate access to secure and confirmed financial sources to deliver the project

[ ]  Planning approvals and environmental licences

[ ]  Statement demonstrating experience and capability in delivering similar projects

[ ]  A comprehensive project plan

[ ]  A risk identification and management plan

Please upload any additional documents to support your application using the tool below. This could include key staff CVs, quotations, relevant information on key suppliers/technologies. If you require more upload space than has been provided, please contact the QRMF team.

Please also upload a scanned and signed version of the **Declaration (Part F)** here. In the case of a Trust, please upload the Deed of Trust.

INSERT FILE UPLOAD TOOL HERE – should have space for at least 12 attachments –



**PART E - DECLARATION**

**This page is to be printed, signed, scanned and uploaded as part of your application.**

**Where the applicant is a consortium, each member of the consortium is to provide a declaration.**

In this declaration, a reference to:

**Applicant** means the applicant for financial assistance under the Queensland Recycling Modernisation Fund

**Application** means the application submitted by the Applicant for financial assistance under the Queensland Recycling Modernisation Fund

**Guidelines** means the published guidelines for the Queensland Recycling Modernisation Fund under which the Application is submitted

**Project** means the project for which funding is sought and which is the subject of the Application

**State** means the State of Queensland.

I, [insert name] of [insert address] do solemnly and sincerely declare as follows:

1. I am authorised to make this declaration on behalf of the Applicant.

2. The Applicant applies for financial assistance under the Queensland Recycling Modernisation Fund and acknowledges the criteria for eligibility under the Guidelines.

3. 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.

4. There are no unsatisfied judgments or pending court actions or other proceedings against the Applicant, its directors, senior officers and key personnel.

5. 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).

6. The Applicant permits the State to undertake credit checks on the Applicant and related companies and directors, and to seek further information relevant to the assessment of the Application.

7. 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.

Further, on behalf of the Applicant, I:

1. warrant to the State that the information contained in this Application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the Application or whether or not to provide financial assistance to the Applicant under the Queensland Recycling Modernisation Fund;
2. undertake to promptly advise the State if the Applicant becomes aware of any change in circumstances which causes the information contained in its Application to become inaccurate or incomplete in a material respect;
3. acknowledge that the State will rely on the above warranty and undertaking when evaluating the Application;
4. acknowledge that the State may elect to remove an applicant or elect not to further consider an Application at any stage as a result of a material change to the information presented in an Application;
5. acknowledge that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking;
6. accept the terms and conditions set out in the Guidelines are binding on the Applicant, and warrant for the benefit of the State that the Applicant will not breach the Guidelines or seek to bring any claim, of any kind whatsoever, against the State which is precluded by the Guidelines; and
7. acknowledge the Applicant has received no guarantees or assurances that its Application will be approved by the Queensland Government.

|  |  |
| --- | --- |
| Signed and declared by the abovenamed |  |
| Signature: |  |
| Print name: | Position: |
| Organisation: | ABN: |
| Signature of witness: | Witness name: |
| Date: | Place of signing: |
| (To be signed by a person with delegated authority to make the declaration and submit the Application on behalf of the Applicant) |