1. Resource Recovery Industry Development Program (RRIDP)
2. DETAILED APPLICATION – Stream ONE ROUND 2

How to complete this form

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| * Read the Guidelines that accompany this application form first.
* Complete Parts A, B, C, D and E and submit by 5pm, 15 November 2019.
* If you have any questions you can contact the RRIDP program team on 13 QGOV or at [rridp@dsdmip.qld.gov.au](file:///C%3A%5CUsers%5Cvarsaniv%5CAppData%5CLocal%5CHewlett-Packard%5CHP%20TRIM%5CTEMP%5CHPTRIM.3608%5Crridp%40dsdmip.qld.gov.au)
* You must answer all questions in this form.
* It is recommended that 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 must complete and upload the following:
	+ Waste Financial Model template (Do NOT PDF) using the tool provided
	+ current year’s financial statements and audited financial statements for the previous three years. If the applicant is a new trading entity and financial statements are not available, the following may be considered:
		- * financial statements of another entity with a common Directorate
			* if the entity has been operating for less than one year, then an account prepared (by a Certified Public Accountant (CPA) and qualified Chartered Accountant (CA) for the duration of operation
			* if the entity is a subsidiary company, then the financial statement of the parent company
	+ a project team capability profile
	+ supporting evidence such as quotations, agreements, letters of support, MOUs
	+ specific relevant information on key suppliers / technologies including reference projects (do not submit general marketing materials that are not directly relevant to the application)
 |

Next steps

* Applicants will be advised of the outcome of their application via email.
* Successful applicants will be required to execute a funding agreement with the State. This funding agreement will outline the terms of the proposed funding and detail the milestones to be achieved by the applicant.
* A template funding agreement will be emailed to applicants invited to submit a detailed application. Please note the Terms and Conditions of the funding agreement are not negotiable. Please consider if your organisation is willing to accept the Terms and Conditions in full prior to submitting your detailed application.
* Applicants are advised to consult the Program Guidelines for further information regarding the detailed application stage.
* There are strict closing dates for applications and late submissions will not be accepted. Please note that an invitation to submit a detailed application does not mean your application will be funded.
* Applicants will be advised of the outcome of their application within twelve weeks (depending on demand) of the closing date.
	+ 1. Enquiries

|  |
| --- |
| Queensland Government Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)Telephone: (07) 13QGOV (13 74 68) Email: rridp@dsdmip.qld.gov.au |

* + 1. Confidentiality

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| --- |
| All media and public announcements relating to the RRIDP program are to be managed by the Department. Applicants must keep confidential any dealings with the Department about their application, including the invitation to progress to detailed application and any funding that may be offered. Applicants may make disclosures to its Representatives, accountants, auditors, insurers, financial advisers or legal advisers (including those of any Group Entity) requiring the information for the purposes directly related to the application or project and who accept or owe a duty of confidence in relation to the information. |

* + 1. PART A APPLICANT DETAILS

**Primary applicant organisation**

**Organisation**

**Name of legal entity:** (required)

**Trading / business name:** (if different to legal entity)

**Type of organisation** (required) *Refer to section 2.4.1 of the* **Guidelines**

[ ]  Australian public or private company or partnership as defined under the *Corporations Act 2001* (Cwlth).

[ ] Local government / local government owned / controlled organisation; or regional organisation of councils

[ ] Government owned corporation

[ ] Trustee Company (please submit a copy the Deed of Trust with this application)*Note: All Applicants must be legally constituted entities and* ***not individuals or sole traders.***

**Australian Business Number (ABN) or Australian Registered Body Number (ARBN)** (required)

**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 PROJECT SUMMARY**

|  |  |
| --- | --- |
| **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.* | limited to 80 characters |
| **Address at which the project will be delivered** | **Street address: (required)****Town / Suburb: (required)****State: Queensland** **Postcode: (required)****Lot/Plan: (required)** |
| **Project summary** 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. |  |
| **Funding sources for this project:****Please enter numerical values in Australian dollars (excluding GST).** | Funding requested from RRIDP $*(up to $5 million excl. GST.)*Lead applicant co-contribution $Other consortium members $co-contribution (if applicable)Other grants $Total $ |
| **Total eligible project costs** Inclusive of co-funding by Applicant(s) Stream One will fund eligible costs up to 50% of total eligible project costs. Use the data template – Project Budget tab to calculate the eligible costs.Project applicants are required to contribute a minimum 25% towards the project.*Refer Section 2.4.3 of the Program Guidelines for details of eligible project costs.* | $ |
| If any of the amounts listed above have varied by greater than +/-10% from the amounts listed in your EOI application, please detail the reason(s) for the variance. |  |
| **Other grants –** Please detail any grants, other than the RRIDP, which will contribute funding toward the project. Provide the details about the local, state or federal government agency offering the grant, program title, amount sought, application status. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project category**

|  |
| --- |
| Select **one** box which best describes the project, noting some projects may fit more than one category.  |

 |

|  |
| --- |
| [ ]  Collection and transfer infrastructure [ ]  Organics processing [ ]  Recovery / sorting [ ]  Recovery - C&D (construction & demolition) [ ]  Reprocessing [ ]  Energy from waste [ ]  New bioprocessing facility [ ]  Industrial biotechnology and bioproducts infrastructure [ ]  On-site and precinct solutions [ ]  Other (provide details):  |

 |

### PART C ASSESSMENT CRITERIA

This section sets out the basic project delivery criteria for all applications. More details on eligibility and assessment are included in sections 2.7 – 2.8 of the Program Guidelines for further information regarding the detailed application stage.

**Assessment criteria**

Detailed applications will be assessed against the following **four (4) weighted** criteria.

|  |  |  |
| --- | --- | --- |
|  | **Assessment criteria** | **Weighting** |
| **1** | **Developing the industry:** The project will contribute to the development of Queensland’s resource recovery industry  | 30% |
| **2** | **Project viability:** The project demonstrates commercial viability and processes feedstocks that support its ongoing financial viability | 30% |
| **3** | **Project delivery and risk management:** The project is compatible with the relevant planning and regulatory requirements and any identified project risks are appropriately mitigated | 25% |
| **4** | **Value for money:** The project and funding requirement demonstrates value for money and will provide an economic and environmental benefit to Queensland | 15% |

The applicant must answer all of the following questions pertaining to the assessment criteria and provide evidence (attachments at the end of this form) to support claims.

**Criterion one: Contribute to the development of the resource recovery industry**

|  |  |
| --- | --- |
| How does the project:* contribute to the achievement of Queensland Government Waste Diversion targets, including recycling of problematic waste streams (refer to the Queensland Government’s *Waste Management and Resource Recovery Strategy*)
* accelerate private sector investment
* develop the waste industry supply chain
 |  |
| **Waste diversion**Please select the Primary Waste stream for the project.  | [ ]  MSW[ ]  C & I[ ]  C & D[ ]  Other (provide details):\*\*text field for Other\*\* |
| How many tonnes of waste will be diverted from landfill per year: |  tonnes per annum |
| The Queensland Government has identified a number of waste streams that require increased action to improve recycling performance. If your project addresses any of these waste streams, please select the stream which is likely to be the largest by weight processed by your facility. | [ ]  built environment waste, including construction and demolition waste[ ]  food and agricultural waste[ ]  plastics[ ]  waste electrical equipment and batteries[ ]  glass[ ]  paper and cardboard[ ]  tyres[ ]  textiles[ ]  none of the above |

**Criterion two: Project viability**

1. **Materials flow**

Please complete the Material flow tab in the Waste Financial Model template to provide the department with a clearer understanding of materials flows (feedstock inputs, product outputs) during the operation of the project.

1. **Provide further information about the status of any supply and offtake agreements for the project**

|  |  |
| --- | --- |
| **Access to feedstocks**Does the project have demonstrable availability of waste feedstocks? Feedstock volumes are to be recorded in the Waste Financial Model template – Material Flows tab.  | [ ]  Supply secured[ ]  MOU in place for supply[ ]  Supply currently being negotiated[ ]  Other (provide details):\*\*text field required\*\* |
| For each applicable waste stream describe how the feedstocks will be secured to support the ongoing viability of the projectProvide as much information as you can to describe the source/supplier of the waste, volume to be supplied, what supply arrangements are in place or will be put in placeWho currently collects and controls the waste and where does it currently go?***Provide evidence where possible, refer to Part D Checklist*** |  |
| **Access to offtake markets**Does the project have access to offtake markets for recovered products?Output volumes are to be recorded in the Detailed data template – Material Flows tab. | [ ]  Offtake confirmed[ ]  Energy/fuel will be used on site[ ]  MOU in place for offtake[ ]  Offtakes currently being negotiated[ ]  Other (provide details):\*\*text field required\*\* |
| For each product output describe what offtake agreements are in place or will be put in place prior to project commencement. Include details such as volumes and tenure of arrangements.***Provide evidence where possible, refer to Part D Checklist***  |  |

**Residuals from processing**

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| --- | --- |
| Describe in more detail the residual wastes, their key characteristics and how they will be managed/disposed.  |  |

1. **Financial evaluation of the project**

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| --- | --- |
| Describe the commercial viability of the project.  |  |
| Outline how the project will be funded. |  |
| If 100% of the requested funding amount is not provided, how will this impact your project? Consider the impacts of a reduced funding offer:* what are the impacts on your project if 50% or less of the requested funding amount was offered?
 |  |

**Criterion three: Project delivery and risk management**

1. **Project site, planning and regulatory approvals**

Provide further confirmation to demonstrate the project is compatible with relevant planning and regulatory requirements.

**Project site**

|  |  |
| --- | --- |
| Confirm the site location and include characteristics such as zoning, site area/dimensions and surrounding land use. Is this compatible with your proposed use?Confirm the ownership status of the site e.g. owned by applicant or leased; or site identified but not yet secured.If a site has not been selected and/or secured, provide detail about the due diligence and site acquisition strategy and timeframes for this process.  |  |

**Planning approval**

|  |  |
| --- | --- |
| Confirm the current status of necessary planning approvals from the relevant local government for use of the site and for the construction and operation of the project. Do you have planning approval for the proposed use on this site? If there is an existing approval, describe the key characteristics/conditions of the approval. Is a new or amended approval required? Where relevant planning approvals have not been obtained, the applicant must demonstrate a clear understanding of the requirements and a plan to obtain the necessary approvals. |  |
| **Environmental Authority** Is an environmental authority (EA) from the Department of Environment and Science needed for the project? Is there an existing EA in place and does it need to be amended? What activities are/will be authorised and what are the key conditions in place?Where relevant environmental approvals have not been obtained, the applicant must demonstrate a clear understanding of the requirements and a plan to obtain the necessary approvals. |  |

|  |  |  |
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| 1. **Project experience, capability and resources**

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| --- | --- |
| Provide details of your experience and capability to deliver the project or experience in delivering similar projects.Confirm what resources are in place to successfully manage the project to construction and operation stage. For example provide details of your access to technical expertise and/or qualified consultants. |  |

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1. **Project planning and timing**

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| --- | --- |
| Provide an outline of the timeframe for project delivery, including key stages and milestones to deliver the project; any stop/go points or activity sequencing, along with expected timings for each stage. For example:* site acquisition milestones
* planning/regulatory milestones
* feedstock supply/offtake agreement milestones
* procurement (technology and equipment) milestones
* engineering/testing milestones
* construction and commissioning milestones (provide a date if possible or nominate a timeframe post execution of a funding agreement with the State)
* operational milestones (e.g. planned staging/expansion)
* key decision points (e.g. financing milestones).
 |  |

1. **Funding milestones**

Provide a maximum of up to four key milestones to complete the project. These funding milestones will form the basis of the funding contract should the application be successful.

A ten percent payment will be made on execution of the funding contract. Funding will then be provided in instalments and paid in arrears based on agreed milestones. Payments will be dependent on receipt of satisfactory milestone reports, subject to verification by the Department.

|  |  |
| --- | --- |
| Funding milestone one |  |
| Funding milestone two |  |
| Funding milestone three |  |
| Funding milestone four |  |

1. **Risk management**

Provide information to demonstrate that project risks have been identified and are appropriately mitigated

|  |  |
| --- | --- |
| **Major project risks** Describe any major project risks and provide details on how they will be mitigated. Consider relevant risks to your project such as technical, planning, environmental, community, commercial, financial, procurement, construction, operations, and market risks. Highlight any potential community impacts and how these risks can be minimised? |  |

1. **Technology**

|  |  |
| --- | --- |
| Outline the technology and solutions that the project will use.  |  |
| Have the technology and solutions proposed been commercially proven in similar applications, either in Queensland or elsewhere?  | [ ]  Yes [ ]  No  |

**Criterion four: Value for money**

Provide further information that the funding requirement demonstrates value for money and will provide an economic and environmental benefit to Queensland.

1. **Project budget**

Please complete the **Project Budget tab** in the Detailed data template and provide a detailed cost breakdown of the technology, plant and equipment that requires funding.

|  |  |
| --- | --- |
| The project budget is to include: * costs for technology, plant and equipment
* installation costs by qualified service providers
* co-funding contributions to the eligible project costs\*
* ineligible project costs

\*The 50% co-funding contribution may be provided in the form of a bank loan, your own funds, project partner funds or a combination of these. |  |

1. **Economic benefits**

Confirm what the project will deliver in terms of construction and operational jobs and project capital investment

|  |  |
| --- | --- |
| Please enter the number of construction jobs to be created |  \*\*limit fields to numerical values only\*\* |
| Please enter the number of operational jobs to be created | \*\*limit fields to numerical values only\*\* |
| Confirm the project capital investment in $AUD |  |
| What is the percentage of funding requested compared to private sector/non-state government investment? (Funding requested/project capital investment x100) |  |

1. **Regional/local economic benefits**

|  |  |
| --- | --- |
| How will the project benefit the local economy where it operates? For example:* describe any supply chain linkages with local business for feedstocks
* identify any product offtakes by local businesses
* will local suppliers and contractors be engaged?
 |  |

### PART D CHECKLIST

Please ensure all boxes are checked and relevant information is attached before submitting your application.

[ ] I have read the guidelines carefully and my project addresses the requirements and eligibility

 Criteria.

|  |
| --- |
| [ ]  I have read, understand and agree to the Funding Agreement Terms and Conditions relating  to this grant. |
| [ ]  I have completed all questions in this form and addressed all questions and criteria as set out  in Part C Assessment Criteria.

|  |
| --- |
| **Attachments:** Attach the following key documents to support your application.  |
| [ ]  A signed scanned copy of a declaration in the form of Part E from the lead applicant and any consortium organisations \*\*mandatory\*\*[ ]  Waste Financial Model template \*\*mandatory\*\*[ ]  Financial statements \*\*mandatory \*\* [ ]  Project team capability profile \*\*mandatory\*\*[ ]  Supply agreement \*\*mandatory\*\* [ ]  Offtake agreement \*\*mandatory\*\*[ ]  Letters of support (MOU, Terms Sheet) – Partner 1 \*\*optional\*\* and Partner 2 \*\*optional\*\*[ ]  Planning approvals/ correspondence with the relevant authority \*\*mandatory\*\*[ ] Environmental approvals/correspondence with the relevant authority \*\*mandatory\*\*[ ]  In the case of a Trust, Deed of Trust \*\*optional \*\*[ ]  Other supporting documents **(Maximum of Two) \*\*optional\*\******Please keep document filenames short and do not upload documents twice.***  |
| Part E DECLARATIONThis page is to be printed, signed, scanned and attached to the submission.  |

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