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**Program overview**

The Recycling Modernisation Fund Grants Program assists private sector, non-government organisations and local government organisations to install infrastructure and provide innovative approaches to increase the supply of quality recycled materials available for use, and increase the capacity for domestic sorting, processing and manufacturing of materials affected by the COAG waste export bans. The program encourages applications for infrastructure projects that will contribute to achieving these outcomes and include economic, environmental and social benefits.

The program focuses on investments that position Australia to meet its future waste challenges and aims to deliver on key priorities at a national level.

**Submitting your application**

All applications must:

* use the below form
* be submitted with a signed declaration
* be no more than 20 pages (including attachments), and no more than 10MB
* be submitted electronically (Microsoft Word file) to justin.lang@sa.gov.au by **5pm ACST, Friday 25 July 2025** with the subject heading*‘Circular Infrastructure Grants – application’.*

## Checklist

Before submitting your application, please check you have:

* read (in detail) and ensured you understand the Circular Infrastructure Grants Program Guidelines 2025–26
* completed all relevant sections of the application form
* attached and clearly numbered evidence in support of the application.

## Need assistance?

For further information, or to discuss your application, contact Manager, Local Government and Infrastructure Justin Lang at [justin.lang@sa.gov.au](mailto:justin.lang@sa.gov.au) or on +61 419 948 931.

# Application form

## General information

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1. Name of Organisation (or the lead organisation administering the project if the proposal is submitted by a partnership) | | | |
| Registered business name: | | | |
| Trading name (if any): | | | |
| 1.2. Business registrations | | | |
| Australian Business Number (ABN): | | | |
| Australian Company Number (ACN): | | | |
| **1.3. Is your organisation registered for GST?** | | | |
| ☐Yes ☐No | | | |
| **1.4. Business address** | | | |
| Street address: | | | |
| Suburb: State: Postcode: | | | |
| Your postal address if different from your business address | | | |
| Street address: | | | |
| Suburb: State: Postcode: | | | |
| 1.5. What is the legal status of your organisation? (Select only ONE box) | | | |
| ☐Proprietary limited company ☐Incorporated association | | | |
| ☐Company limited by guarantee ☐Other (please detail) | | | |
| **1.6. Primary contact details** | | | |
| Name: |  | Position: | |
| Tel: |  | Mobile: | |
| Email: |  | Web: | |
| **1.7. Name of partner organisation and contractors for this application (if any)** | | | |
| **Partner 1** | | | |
| Name: | | | |
| Address: | | | |
| **Partner 2** | | | |
| Name: | | | |
| Address: | | | |
| **1.8. Insurance (please attach copies of Certificates of Currency as required)** | | | |
| **1.9. Applicant background** | | | |
| How long has your organisation been in operation? | | |  |
| How many FTEs does the organisation currently employ? | | |  |
| How many FTEs are based in South Australia? | | |  |
| Annual turnover for the last 2 financial years? | | | 2023–24: $ |
| 2024–25: $ |
| Briefly describe the core business of your organisation (such as your product or service and major customers, and so on): | | | |
| **1.10. Environmental policies and practices** | | | |
| Please answer all questions below and provide details where appropriate:   1. Have you had any compliance issues with environmental regulators within Australia and/or work health and safety breaches within the past five years? Y/N   If yes, please provide details:   1. Has your organisation adopted any targets for reducing the environmental impacts and resource consumption of its operations? Y/N   If yes, please provide details: | | | |

## Essential criteria checklist

|  |  |  |
| --- | --- | --- |
| To be eligible for funding the project must meet all essential criteria below | | |
| 2.1. Does the proposed infrastructure project address at least one of the following funding priorities:   * Mixed plastic * Single resin/polymer plastic * Paper and cardboard to viable end markets * Unprocessed glass, in a whole or broken state (both formed packaging and flat sheet glass) * Whole used tyres including baled tyres * Improve the efficiency of recycling facilities by increasing processing capacity, removing contamination and reducing residual waste to landfill. | **Yes** | **No** |
| 2.2. Does the applicant provide a minimum cash contribution of 50% of the requested government grant amount?  (Note: Applicant must provide a minimum cash contribution of 50% of the requested grant amount or the application will be deemed non-conforming) |  |  |
| 2.3. Planning and environmental approvals need to be in place and equipment operational within 15 months of receiving the grant offer.  Will the project be delivered within the required timescale?  Does the project have clear milestones for implementation?  (Note: milestones should be listed in section 3.4) |  |  |
| 2.4. Will the project be carried out within South Australia? |  |  |

**Applications that do not meet the above criteria will not be assessed further.**

## Project Proposal

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1. Project title** | | | |
|  | | | |
| **3.2. Where is your project located?** | | | |
|  | | | |
| **3.3. Project timeframe\*** | | | |
| Proposed project start date: | | Expected completion date: | |
| **3.4. Project milestones**  Please outline project milestones and key activities – add rows if more than three milestones apply to the project | | | |
|  | **Milestone and key activities** | **Start date**  (dd/mm/yy) | **Completion date**  (dd/mm/yy) |
| 1. | **Milestone title: (e.g. Development approval)**  Key tasks/activities: |  |  |
| 2. | **Milestone title: (e.g. equipment order)**  Key tasks/activities: |  |  |
| 3. | **Milestone title: (e.g. final commissioning)**  Key tasks/activities: |  |  |

|  |
| --- |
| 3.5. Budget summary (totals from section 3.9) |
| **Grant amount sought** **Applicant Contribution** **Other Funding sources**  **TOTAL PROJECT COST**  $ $ $ $ |
| **3.6. Project summary (please give a short description of the project, maximum 100 words)**  This summary may be used by government for promotional purposes. |
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**\***As far as reasonably practicable, projects should be operational within 15 months of the grant being offered.

**Response to assessment criteria**

**Weighted criteria**

Projects will be scored out of 100 points for each individual weighted criterion. An eligible project must score at least 50 points for each criterion.

|  |  |  |  |  |
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| **3.7. Assessment criterion: Sorting, processing or remanufacturing capacity increase**  In detail, please explain why the project is needed, how the project increases the supply of quality recycled materials for use, and increases the capacity for domestic, sorting, processing and manufacturing of eligible materials affected by the COAG waste export ban. Please include estimation/calculation methods and any supporting evidence, including current activity and expected outcomes e.g. tonnes per annum currently processed (if applicable), expected increased tonnes of material for processing, source of materials (e.g. municipal solid waste/commercial or industrial), intended market destination for materials, contamination levels/criteria to be achieved. | | | | |
|  | | | | |
|  | **Mixed C&I tonnes** | **Mixed MSW tonnes** | **Source separated tonnes** | **Total tonnes** |
| Current quantity of material received per annum |  |  |  |  |
| Current processing throughput of material per annum |  |  |  |  |
| Current quantity of material diverted from landfill per annum |  |  |  |  |
| Current quantity of waste disposed to landfill per annum |  |  |  |  |
| Expected additional quantity of material received per annum |  |  |  |  |
| Expected additional throughput of material per annum |  |  |  |  |
| Expected additional quantity of material diverted from landfill per annum |  |  |  |  |
| Expected quantity of waste disposed to landfill per annum |  |  |  |  |
| Who do you expect to source the additional material from? |  |  |  | - |

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| **3.8. Assessment criterion: Circular economy and local benefits**  Explain the extent to which the project will benefit South Australia’s economy and environment, such as carbon reduction, landfill diversion, increased local employment, sourcing local equipment, fostering stronger local recycling markets and increased use of local recycled materials and/or recycled content products and so on, including measurement methods and the associated timing for its realisation. |
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| **3.9. Assessment criterion: Value for money**  Please provide a project budget using the template below with all costs reported as GST exclusive. Note that applicants should provide a cash contribution of at least 50% of the requested grant amount. | | | | | | | | |
| **Preliminary budget (exclusive of GST)** | | | | | | | | |
| **Expenditure item** | **Total Project cost** | **Requested grant amount\*** | **Applicant contribution** | | | **Other funding sources (cash or in-kind)** | | |
|  |  |  | Cash | | In-kind | cash | | In-kind |
| Devt Approval/Structural | $ | $ | $ | | $ | $ | | $ |
| Equipment (detail) | $ | $ | $ | | $ | $ | | $ |
| Equipment (detail) | $ | $ | $ | | $ | $ | | $ |
| Equipment (detail) | $ | $ | $ | | $ | $ | | $ |
| Services | $ | $ | $ | | $ | $ | | $ |
| Other | $ | $ | $ | | $ | $ | | $ |
| Commissioning | $ | $ | $ | | $ | $ | | $ |
| etc. | $ | $ | $ | | $ | $ | | $ |
|  | $ | $ | $ | | $ | $ | | $ |
| Total | $ | $ | $ | | $ | $ | | $ |
| **% of total funding** | 100% |  |  | |  |  | |  |
| **Other funding source**  Any grants that the applicant, partners and sub-contractors for this application have or will receive relating to the activities proposed in this project. | | | | | | | | |
| **Funding/payment source** | | **Agency/entity providing the funding/payment** | | **Amount of funding/payment** | | | **Relationship to this project** | |
|  | |  | | $ | | |  | |
|  | |  | | $ | | |  | |

\* Requested government grant amount can be between $200,000 up to a maximum of $2,000,000

|  |  |
| --- | --- |
| **Existing employees (FTE):** |  |
| **Additional employees expected as a result of this project (no. FTE): x unskilled, x construction / design  x machinery operator, x driver, x technical support, x administration  x sales / marketing, x supervisor x other** | |

**Non-weighted criteria**

These criteria must be assessed as sufficient in order for the application to be regarded as eligible for potential grant funding.

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| --- | --- | --- | --- | --- | --- |
| **3.10. Assessment criterion: A clear and credible description of the proposed project activities**  Please provide a succinct and clear description of each major task to be performed from project inception to completion, including methodology, deliverables, and expected duration. The applicant must demonstrate a clear link between project activities and the achievement of project goals/outcomes in alignment with the objectives of the Recycling Modernisation Fund grant program. | | | | | |
| **Project task/activity** | **Description** | **Deliverables** | | **Start date** | **End date** |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| **3.11. Assessment criterion: Capacity and capability to manage the project**   1. Explain and demonstrate your organisation’s capacity and capability to manage and deliver the project successfully with sufficient commitment and experience, including:  * detailing how your organisation will manage the project and relevant experience * if you intend to use sub-contractors please indicate the anticipated roles of the sub-contractors and how they will be managed. | | | | | |
| **Key people involved in the project** | | | | | |
| Name: | | | Position | | |
| Role in this project and relevant experience / expertise | | | | | |
| Name: | | | Position | | |
| Role in this project and relevant experience / expertise | | | | | |
| **Information on sub-contractors and/or other organisations involved, if any** | | | | | |
| **Details of person preparing / assisting with this application (if not the applicant):** | | | | | |
| 1. Describe the capacity of your organisation to implement the project successfully such as financial viability, any supporting partnerships and an understanding of the relevant regulatory requirements. Changes to commodity stock prices should be considered if relevant to the project. | | | | | |
|  | | | | | |

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| --- | --- | --- | --- |
| **3.12. Assessment criterion: Project risk management, measurement and evaluation**   1. Please identify and briefly describe the main risks associated with the project and how you will manage each risk. | | | |
| **Describe potential risk** | **Impact** | | **Prevention/mitigation strategies** |
|  |  | |  |
|  |  | |  |
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|  |  | |  |
| 1. Describe how the project will be measured and evaluated, including proposed key performance indicators | | | |
| **List key performance indicators (KPI)** e.g. increased processing capacity, improved product quality, increased market demand, diversified product range, environmental benefits  Explain how you will establish a baseline for each KPI, data to be used and how you will obtain it. | |  | |
| **Project evaluation**  Methodology and data to be used for evaluation and how you will obtain it. | |  | |

**Additional information to support your application**

## Planning and environmental approvals

|  |  |  |
| --- | --- | --- |
| **You will need to check with all relevant organisations as to the permits and/or approvals required for the project works. If already obtained, please attach a copy to this application.** | **Yes** | **No** |
| Is a planning approval required for the project? |  |  |
| Is an environment approval (including new approvals and/or revisions to existing approvals) required for the project? |  |  |
| If yes to either, have you lodged relevant applications? |  |  |
| Please provide details of dates lodged | Date: | |
| Is the activity currently undertaken on this site licensed by the EPA? If yes, please provide front page of the licence as supporting information |  |  |
| Is this site and/or proponent currently subject to any permits/notices from authorities such as WorkCover?  If yes, please attach details. |  |  |

## Supporting information

Please provide the information below with your application where appropriate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information supplied | Yes | No | N/A | Appendix Number |
| Site layout plan/concept plans |  |  |  |  |
| Planning and environmental approvals |  |  |  |  |
| Quotes/specification for capital items |  |  |  |  |
| Insurance details (including public liability, workers compensation and personal accident) |  |  |  |  |
| Other (please specify) |  |  |  |  |
| Pictures of site, proposed infrastructure, feedstock and products |  |  |  |  |
| Objective assessment on financial viability of project |  |  |  |  |

**Declaration**

* I/we have read and understood the guidelines and obtained clarification where needed.
* I/we declare that the information provided in this application including attachments is true and correct and discloses all required and relevant details. I/we understand that if information supplied as part of the application is false or misleading in a material particular, the application will not be considered OR, if the grant is made and it is discovered that information supplied was false or misleading in a material particular, the grant will be revoked and funds, plus interest, must be repaid. An assessment regarding possible fraud will also be undertaken and appropriate legal action initiated if warranted.
* I/we authorise Green Industries SA to seek any additional relevant information required to process this application, and I/we hereby request and authorise any parties to supply such information as requested.
* I/we understand that if the project is approved for funding, information about the project may be publicised by Green Industries SA or provided as required or permitted by law.
* If the project is approved for funding, I/we will obtain all necessary and appropriate clearances from the relevant Commonwealth, state or local governments before executing the grant agreement and undertake to manage the proposed project in accordance with relevant laws and regulations.
* If I/we accept an offer of funding then I/we accept (jointly and severally in the case of a group application) responsibility for administering grant funds and liability in the event grant funds are to be repaid.
* I/we understand that the Government of South Australia and Commonwealth Government have the ultimate discretion in relation to publicity for successful applications. I/we understand that applicants are not permitted to publicise their projects without the approval in the first instance of Green Industries SA, who will liaise with the Commonwealth Government accordingly.

|  |  |  |
| --- | --- | --- |
| Signed |  |  |
| Name |  |  |
| Position |  | Chief Executive Officer |
| Date |  |  |

###### The Chief Executive, or Chief Executive’s delegate of your organisation must sign the application form. It should not be signed by the contact person unless the contact person is the Chief Executive or delegate.