**Expression of interest**

**Food Waste for Healthy Soils funding**

**Application closing date:**

**9:00am**

**Wednesday 19 January 2022**

**Improving organic waste processing capacity in Western Australia**

|  |  |
| --- | --- |
| **Lodgement method:** | By email to [andy.heartcliffe@dwer.wa.gov.au](mailto:andy.heartcliffe@dwer.wa.gov.au) |
| **EOI manager:** | Andy Heartcliffe or Anthea Wu  [andy.heartcliffe@dwer.wa.gov.au](mailto:andy.heartcliffe@dwer.wa.gov.au) or [anthea.wu@dwer.wa.gov.au](mailto:anthea.wu@dwer.wa.gov.au) |

##### Food Waste for Health Soils funding

##### Part A: Outline of expression of interest process

# Introduction

The recovery of organic wastes is a high priority in the Western Australian [*Waste Avoidance and Resource Recovery Strategy 2030*](https://www.wasteauthority.wa.gov.au/about/view/strategic-direction). Reducing the negative impacts associated with the landfilling of organics, as well as realising the increased value that comes from processing and reusing recycled organics, presents a significant opportunity for the Western Australian community.

The Australian Government’s decision to invest $57 million to encourage organic waste to be used productively to improve soils rather than going to landfill complements the state’s existing priorities in this area.

The Department of Water and Environmental Regulation (the department) is seeking expressions of interest to participate in a controlled grant funding process to support the development of new or enhanced organic waste processing infrastructure in Western Australia.

Funding will be made available from the State Government and matched by the Australian Government for selected projects. At an absolute minimum, proponents will be required to fund at least one third of project costs. Higher proportional contributions by proponents will be viewed favourably.

To participate in the controlled grant funding process, proponents must respond to this request by submitting an expression of interest (EOI) using the form in Part B of this document. The EOI must outline the proponent’s vision for the project and its capacity to support the recycling of organic waste within Western Australia.

EOI responses will be evaluated and the preferred proponent(s) selected. The preferred proponent(s) will be asked to work with the department to provide a detailed proposal for consideration of co-funding by the State and Australian Governments.

# Background

On 11 May 2021, as part of the National Soils Strategy, the Australian Government announced a Food Waste for Healthy Soils Fund in the 2021–22 Federal Budget.

The fund aims to support the diversion of nutrient-rich household and commercial organic waste from landfill to soils. Under the fund, $57 million will be invested across Australia to build new or enhance existing organic waste processing infrastructure, to improve quality or increase capacity.

Infrastructure developments (in particular those which process municipal solid waste) that are located closer to potential waste sources and offer the opportunity for long-term reductions in the transport of waste will be highly regarded. Infrastructure development in areas where there is already existing capacity may not be as competitive as those located in areas with relatively less capacity.

Funding will not be provided by the Australian Government for projects that do not meet the fund’s eligibility criteria, or have outcomes that are not directly attributable to the desired outcomes of the funding. Examples of ineligible projects include:

* Mixed Waste Organic Outputs (MWOO) facilities
* Mechanical Biological Treatment (MBT) facilities
* infrastructure to facilitate the collection and redistribution of edible food waste to food rescue charities
* food waste disposal mechanisms such as insinkerators, macerators, food dehydrators
* infrastructure to extend capacity for receipt of waste, such as food organics and garden organics collection and transport infrastructure (gate fees, kitchen caddies, bag/bin liners, bins, vehicles etc.)
* projects that do not clearly demonstrate a need for government support.

This funding forms part of the $214.9 million commitment by the Australian Government in the  
2021–22 budget to improve and protect Australia’s soil. The desired outcomes of the fund include:

* infrastructure upgrades and developments which support the diversion of organic waste from landfill
* increased quantity and improved quality, safety and consistency of recycled organic waste, especially for use in the agricultural industry
* development of sustainable markets for high-value, nutrient-rich compost and soil conditioners.

Applicants who show their project adopts better practice approaches, consistent with those being developed through the department’s Better Practice Composting Guidelines process, will be highly regarded.

# Eligibility criteria

Proponents[[1]](#footnote-2) must meet eligibility criteria which include but may not be limited to:

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| --- | --- | --- | --- |
| Does your proposal relate to a project which aims to increase or improve organic waste processing capacity by either:   * building a proposed new facility * improving or expanding an existing facility? | Yes | No | If no, please provide more details. |
|  | | | |
| Does your proposal relate to a project that is expected to be economically viable over its operational life? | Yes | No | If no, additional details must be provided. |
|  | | | |
| Proposed Australian Government funding for projects is less than or equal to one third of the total cost of the project, with the remaining costs met by the state or territory and industry partner(s) on minimum 1:1:1 basis. Does your requested funding amount reflect a minimum 1:1:1 investment with State and Australian Governments? | Yes | No | If no, additional details must be provided. |
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| Industry partners have a current Australian Business Number (ABN), are registered for GST, are not insolvent and do not have owners/directors who are an undischarged bankrupt.   1. Yes  No  Are you a Registered Australian Business? – **If no, provide additional details**. 2. Yes  No  Is your business insolvent? – **If yes, provide additional details.** 3. Yes  No  Does your business have owners/directors who are undischarged bankrupt? – **If**   **yes, provide additional details.** | | | |
|  | | | |
| Does your application relate to a project that had a confirmed investment decision made after 15 April 2021 and will be commissioned and operational by 30 June 2025? | Yes | No | If no, please provide more details. |
|  | | | |
| At the time of entering into a Funding Agreement, will you agree to hold adequate insurance to cover potential liabilities in conducting the project? Relevant insurances may include Workers’ Compensation; Director’s and Officers’ Liability, Public Liability; Contents/Mobile Plant and Equipment. | Yes | No | If no, please provide more details. |
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# Objectives

Proponents must meet the objectives of the fund:

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| --- | --- | --- | --- |
| Does your proposal increase the recovery and reprocessing of source separated organic waste into quality compost and soil conditioners? | Yes | No | If no, additional details must be provided. |
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| Does your proposal increase the use and market demand of the end products, especially for use on agricultural soils? | Yes | No | If no, additional details must be provided. |
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| Does your proposal support employment and long-term economic growth and development? | Yes | No | If no, additional details must be provided. |
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# Assessment criteria

**Criterion Weighting**

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Demonstrate that the project meets the objectives of the fund by: **40 points**

* + - increasing the recovery and reprocessing of source separated organic waste into quality composts and soil conditioners (also include how feedstocks and outputs will be monitored and assessed to ensure safety and quality of end products)
    - increasing the use and market demand of the end products, especially for use on agricultural soils
    - supporting employment and long-term economic growth and development
    - providing employment and long-term economic growth and development benefits for Western Australia
    - maximising value-for-money for Australian and State Government investment, including by maximising private sector investment.

Demonstrate that the project is viable, including demonstration of:

* + - technology and infrastructure (including contamination identification and removal and capacity to adapt to any changes to the Australian Standards which may increase minimum product requirements)
    - feedstock sourcing and output capacity
    - landfill diversion and end markets
    - detailed information (including history of volumes, prices and material specifications) on the characteristics and performance of any markets that are to be relied upon.

Demonstrate capability and capacity to deliver the project successfully, including: **20 points**

* + - a ‘track record’ in managing similar projects and access to any resources such as infrastructure capital equipment or technology required to deliver the project
    - appropriate governance structures to support the implementation of the project (either existing or soon to be in place)
    - appropriate commercial structures and contractual agreements (either existing or soon to be in place)
    - stakeholder (including local community) engagement considerations to support the implementation of the project
    - ability, experience and plans to operate a processing facility including management, financial and technical capacity.

Demonstrated ability to successfully deliver the project, including: **20 points**

* + - sound project planning to manage and monitor the project, addressing scope, implementation, methodology, timeframes, budget and risk management, including risks associated with the current COVID-19 pandemic
    - appropriate site considerations
    - the achievement of regulatory, statutory and works approvals
    - an appropriate level of financial support
    - a business case to demonstrate the economic viability of the proposal over its operational life.

Demonstrate the financial viability for the completed facility through financial assessment and cost benefit analysis, including:

* + - the level and certainty of economic viability over the completed facility’s operational life
    - a strong monitoring and evaluation framework is or will be in place to track the performance of the completed facility including surge capacity planning.

Demonstrate why the project (and funding) is needed, including: **20 points**

* + - the need for government financial assistance including any impacts on scope and timing if not funded
    - project benefit (e.g. fills a processing capacity gap or a market demand)
    - economic benefit (e.g. jobs growth industry value)
    - social benefit (e.g. community value benefit sharing)
    - environmental benefit (e.g. reduction in environmental impacts)
    - policy and regulatory alignment (e.g. project outcomes align with the Australian Government’s agenda for waste reduction, recycling and soil health)
    - how the proposal maximises use of best practice methodology, know-how and technology.

Demonstrate how the proposal supports regional and remote areas of Western Australia, including:

* + - how the project can address regional remote and metro waste challenges
    - how the project is innovative or differs from other existing projects, thereby increasing the resilience of markets.

Proposals must be in English, be clear, concise and relevant, and be free of marketing or any other irrelevant material.

# Governance

1. This EOI does not create any legal relationship and is not a recommendation, offer or invitation to enter into a legal relationship, contract, agreement or other arrangement in respect of the subject of this EOI.
2. Participation in any stage of this EOI process, or in relation to any matter concerning the proposal, will be at the proponent’s sole risk.
3. The department reserves the right to vary this EOI (including the variation of any dates or timeframes referred to in this EOI) by issuing an addendum to proponents. It is the responsibility of proponents to verify if any addendum has been issued.
4. The pricing and proposed terms set out in a proposal will be deemed to remain valid and open to acceptance for at least 120 days and may be extended by mutual agreement between the department and the proponent.
5. The department may ask proponents to submit additional information or clarify proposals during the EOI process and seek revised proposals from proponents at any time after the closing date and time.
6. Selection of a successful proponent does not give rise to a contract (express or implied) between the successful proponent and the department.
7. The department is under no obligation to appoint a successful proponent to this EOI.
8. Proponents should clearly identify any confidential information they have provided as part of their proposal. Such information will not be confidential if it is public knowledge or the department has already obtained the information on a non-confidential basis.
9. Proponents must not mark the whole or substantially the whole of their proposal as confidential. Proponents must not claim confidentiality for any part of proposal which is not genuinely confidential.
10. The department shall in good faith appropriately secure and safeguard all documentation provided by proponents and shall keep all declared confidential information confidential. Proponents agree that the department may disclose any information in their proposals (including confidential proponent information) to the department’s employees, agents, contractors or advisors on a need-to-know basis and for the purpose of evaluating or clarifying a proposal and subsequent dealings.
11. In preparing a proposal, proponents must not engage in practices that might be regarded as collusive or anti-competitive.
12. Applicants must declare and provide details within the application form of any conflict of interest (actual, perceived or potential) in relation to the application or the project.
13. If the department believes any proponent has made any false or misleading statements, the department may in its absolute discretion exclude the relevant proposal from the evaluation process at any time.
14. The department may exclude a proposal from consideration where the department believes it has been compiled using information improperly or unlawfully obtained from the department or with the improper assistance of any person currently or previously associated with the department.
15. Applications for funding will be assessed by the Assessment Panel against eligibility and assessment criteria. The Assessment Panel may seek advice from government agencies and independent technical experts, as required, to help in determining which applications best meet the criteria.
16. Applicants will be advised in writing of the outcome of the assessment of their application at the conclusion of the assessment process.
17. All communications relating to this EOI must be in writing by email to the [EOI Manager](mailto:andy.simmons@dwer.wa.gov.au).

##### Part B: Expression of interest form

1. **PROPONENT AND PARTNERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROPONENT DETAILS** | | | | |
| Name of organisation | |  | | |
| Postal address | Street |  | Suburb |  |
| Postcode |  | State |  |
| Website/Facebook page | |  | | |
| Organisation’s ABN/ACN | |  | | |
| Brief description of the organisation | |  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
| Email |  | | | Phone/Mobile | |  |

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| **ALTERNATIVE AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
| Email |  | | | Phone/Mobile | |  |

**Details of project partner(s) if relevant**

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| --- | --- | --- | --- | --- |
| **PARTNER DETAILS (1)** | | | | |
| Name of organisation | |  | | |
| Postal address | Street |  | Suburb |  |
| Postcode |  | State |  |
| Website/Facebook page | |  | | |
| Organisation’s ABN/ACN | |  | | |
| Brief description of the organisation and their contribution/role in the project | |  | | |

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| **AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
| Email |  | | | Phone/Mobile | |  |

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| **ALTERNATIVE AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
| Email |  | | | Phone/Mobile | |  |

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| **PARTNER DETAILS (2)** | | | | |
| Name of organisation | |  | | |
| Postal address | Street |  | Suburb |  |
| Postcode |  | State |  |
| Website/Facebook page | |  | | |
| Organisation’s ABN/ACN | |  | | |
| Brief description of the organisation and their contribution/role in the project | |  | | |

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| **AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
| Email |  | | | Phone/Mobile | |  |

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| **ALTERNATIVE AUTHORISED CONTACT PERSON** | | | | | | |
| Title |  | First name |  | | Last name |  |
| Position |  | | | | | |
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1. **PROJECT DETAILS**

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| --- | --- | --- | --- | --- |
| **PROJECT SUMMARY** | | | | |
| Project title |  | | | |
| Executive summary |  | | | |
| Expected project timeframe | Start date |  | End date |  |
| Grant funding being sought through this EOI | | $ (excl. GST) | | |

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| **PROJECT DESCRIPTION** |
| Describe the proposed project. What kind of facility is proposed? How will the project increase the recovery and reprocessing of source-separated organic waste into quality composts and soil conditioners? |
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| **PROJECT STAKEHOLDERS**  *List details of any stakeholders directly involved in the project (if applicable) and describe their role.* | |
| Stakeholder | Role |
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| **PROPOSED SITE** | | | | | | |
| Describe location, ownership/leasing of land, and/or permissions required from site owner and any other issues relevant to the project’s location (if known). | | | | | | |
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| Name of site (if known) | |  | | | | |
| Site address | Street |  | | | Suburb |  |
| Postcode |  | | | State |  |
| Does the proponent own the site? | | Yes | No | If no, describe leasing arrangements below and state if the project has written confirmation from the site owner/operator for the project. | | |
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| **PROPOSED INFRASTRUCTURE** |
| List the technology and infrastructure to be used (including contamination identification, removal and capacity to adapt to any changes to the Australian Standards which may increase minimum product requirements).  What is the operational life of any technology and infrastructure proposed? |
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| How does the proposal implement best practice approaches?  Detail the analysis that has been undertaken in selecting the specific infrastructure and equipment, including reference sites where the proposed technology is already used successfully.  What consideration was given to alternatives not nominated? |
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| **PROJECT APPROVALS**  *Attach supporting information where necessary.* |
| What regulatory, statutory and works approvals will be required for the successful delivery of the project? |
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| If required approvals have not yet been granted, what strategies are in place to obtain approval? And when is approval anticipated? |
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| How do the project outcomes align with the Australian Government’s agenda concerning waste reduction, recycling and healthy soils, taking into account policy and regulations? |
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1. **PROCESS CAPACITY AND MARKET**

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| **PROCESS CAPACITY, THROUGHPUT AND MARKET ANALYSIS** |
| What is the expected output capacity of the project? Please also provide detailed information (including history of volumes, prices and material specification) regarding the characteristics and performance of any markets which the end product will rely on. |
|  |
| Demonstrate how the project will divert organic waste from landfill and provide information on the expected end products and the short, medium and long-term demand or markets for these end products. |
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| Why will the proposed facility be competitive compared with other options on the market? (Provide evidence to support your response.) |
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1. **PROJECT** **PLAN AND BUDGET**

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| **PROJECT SCHEDULE AND MILESTONES** |
| Provide details of planning to manage and monitor the project, addressing scope, implementation, methodologies and timeframes (including, dates and details of estimated milestones and phases for the project). |
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| **FINANCIAL VIABILITY OF PROPOSED PROJECTS** |
| Provide a detailed financial assessment and cost benefit analysis, providing a level of certainty of the economic viability over the operational life of the facility. Demonstrate a monitoring and evaluation framework to track performance of the completed facility. |
|  |
| Provide a breakdown of the major costs for the proposal, and the sources of funding.  All costs must be given exclusive of GST. |
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| --- | --- |
| Total project budget (excluding GST) | $ |
| Grant amount requested (excluding GST) | $ |

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| **OTHER SOURCES OF FUNDING** |
| If other sources of funding are being sought or received, please provide details of the sources and the contribution sought or received. |
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| If financial assistance through government funding is not provided, detail any impacts on scope and timing of the proposed project. |
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| **PROJECT RISKS AND MITIGATION** |
| What are the main risks to successful delivery of the project and how will these be addressed?  Include mitigation of health risks and possible project delays associated with the current COVID-19 pandemic. |
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1. **OTHER ASSESSMENT CONSIDERATIONS**

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| **EXTENT OF BENEFICIAL PROJECT IMPACTS** |
| Identify economic, environmental and/or social benefits, such as an increase in the use and market demand for the end products, especially for use on agricultural soils; estimated jobs created; long-term economic growth, development and flow-on benefits to the WA economy; etc. |
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| **DEMONSTRATE THE NEED FOR THE PROJECT** |
| Provide details on how the project will fill a processing capacity gap or market demand, drive industry growth, provide jobs, provide value to local communities, and reduce environmental impacts. |
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| **PARTNERSHIPS ACROSS THE MATERIAL SUPPLY CHAIN** |
| What partnerships across the material supply chain will ensure stability and suitability of feedstock supply and product demand, having regard to existing and planned waste infrastructure initiatives in Western Australia? |
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| **REGIONAL AND REMOTE WESTERN AUSTRALIA** |
| Demonstrate how the proposal supports waste challenges in regional and remote areas of Western Australia; and how the project is innovative or differs from other projects to increase the resilience of markets. |
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| **RELEVANT EXPERIENCE** |
| Describe the proponent’s/partners’ capability and capacity to deliver the project successfully, including providing a track record in managing similar projects, with access to relevant resources, infrastructure capital equipment and technology along with appropriate governance and commercial structures and contractual agreements. |
|  |
| What stakeholder engagement considerations will be taken to support the implementation of the project? |
|  |
| Demonstrate the proponent’s ability, experience and plans to operate a processing facility, including management, financial and technical capacity. |
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| **VALUE FOR MONEY** |
| How will the project ensure that it delivers value for money for State and Australian Government investment, including by maximising private sector investment. |
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1. **OTHER ISSUES**

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| **QUALIFICATIONS OR ASSUMPTIONS NOT OTHERWISE IDENTIFIED** |
| Please identify any qualifications or assumptions that are material to the proposal which have not yet been addressed. |
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| Please attach a detailed business case addressing all the key assessment criteria to support the information provided in Section B of this form. |

1. **GOVERNANCE**

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| **CONFLICT OF INTEREST (if not relevant, mark as N/A)** |
| Declare any real, potential or perceived conflict of interest that the proponent or any project partners may be aware of in undertaking this project and receiving State or Australian Government funding. |
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| **COMPLIANCE WITH WESTERN AUSTRALIAN ENVIRONMENTAL PROTECTION LAWS** |
| In the last five years, has the proponent or its partners received any notices, convictions or prosecutions under Western Australian environment protection laws, including the *Environmental Protection Act 1986, Rights in Water and Irrigation Act 1914, Contaminated Sites Act 2003, Waste Avoidance and Resource Recovery Act 2007* and associated regulations? If yes, provide more information. |
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| **COMPLIANCE WITH COMMONWEALTH FUNDING CONDITION** |
| In accordance with the *Building and Construction Industry (Improving Productivity) Act 2016*, financial contributions to a building project or projects as defined under the Fair Work (Building Industry – Accreditation Scheme) Regulations 2016 are only made where a builder (or builders) accredited under the Australian Government Building and Construction WHS Accreditation Scheme is contracted. Does the proponent agree to comply with the *Code for the Tendering and Performance of Building Work 2016* as a condition of receiving Australian Government funding? |
| Yes  No |

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| **FITNESS TEST** |
| Is the proponent or any of its partners insolvent, or do the organisations have owners/directors who are undischarged bankrupts? If yes provide details. |
| Yes  No |

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| **PROPONENT FINANCIALS** |
| Please provide the proponent’s most recent balance sheet, income statement and statement of cash flows (or their equivalents) together with a letter from the proponent’s accountant or auditor addressed to the department verifying the proponent’s financial position is accurately reflected in these documents. |
| Attached |

1. **DECLARATIONS**

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| **DECLARATION BY PROPONENT** |
| I declare that the information given in this expression of interest and all attached documents is complete and correct to the best of my knowledge, information and belief.  Signed by authorised officer:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witnessed by:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DECLARATION BY PROJECT PARTNER 1 (IF RELEVANT)** |
| I declare that the information given in this expression of interest and all attached documents is complete and correct to the best of my knowledge, information and belief.  Signed by authorised officer:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witnessed by:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DECLARATION BY PROJECT PARTNER 2 (IF RELEVANT)** |
| I declare that the information given in this expression of interest and all attached documents is complete and correct to the best of my knowledge, information and belief.  Signed by authorised officer:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Witnessed by:  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **CHECKLIST**

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| --- | --- |
| **APPLICATION CHECKLIST** | |
| **Before lodging this application,** please ensure you have completed all the information and attached relevant supporting documentation, including: | |
| Completed all relevant fields of the form |  |
| Included all details of project funding from all sources in this EOI |  |
| Ensured budget details are correct and all amounts are GST exclusive |  |
| Ensured EOI has been signed by the authorised officer(s) |  |
| Attached all applicable supporting documents to the EOI (e.g. financial statement/balance sheet, quotes, business plan, project approvals support/partnership letters, etc.) |  |
| Written the proposal in English, in language which is clear, concise and relevant, and free of irrelevant marketing or any other irrelevant material |  |

1. In this document, **proponent** means a supplier that submits a response to this EOI and includes the proponent’s related bodies corporate, employees, agents and contractors. [↑](#footnote-ref-2)