

Sponsorship Program 26-27 FY Application - Summary

The Guidelines

Please note that applications often take approximately 6 weeks to process, if your application is time dependant (such as support for a scheduled event) you should complete and submit your application at least 6 weeks prior.

All applicants should carefully read the [Sponsorship Grant Program 26-27 FY Guidelines](#) and ensure that the project meets all eligibility and merit criteria. If you are unsure about eligibility, please email Waste.Grants@nre.tas.gov.au.

Please note that information provided in this application may be verified.

NOTE: If the application is successful, we may require further information, formal confirmation and/or proof of eligibility.

Sponsorship Funding

Sponsorship funding is from \$1,000.00 (ex GST) up to \$10,000.00 (ex GST) per application, and total program funding allocation is \$120,000.00 (ex GST) for this financial year 2026-2027.

A cash or demonstrable in-kind contribution from the project proponent of 50% is expected as part of the proposal, unless clearly explained as part of the project proposal.

Page 2 - Applicant and Project Manager

* indicates a required field

The Applicant

Under the program criteria, the principal applicant must have an Australian Business Number (ABN).

Applicant Name *

☐ Individual ☐ Organisation
Organisation Name

First Name Last Name

Applicant Primary Phone Number

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Must be an Australian phone number.

Applicant Primary Email

Must be an email address.

Australian Business Number (ABN) *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

You can use the [ABN Lookup website](#) to search for your ABN and related information.

Applicant Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Website

Must be a URL.

Person Applying on behalf of the Applicant

Please give us the name of the person applying on behalf of the Applicant, and add their contact details below.

Applicant contact

First Name

Last Name

Applicant contact Position

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Applicant contact Primary Address

Address

Applicant contact Primary Phone Number

Must be an Australian phone number.

Applicant contact Primary Email

Must be an email address.

Will the project be managed by someone other than the person named above?

- ☐ Yes
☐ No

Project Manager's Details.

Project Manager

First Name

Last Name

Project Manager Position

Project Manager Primary Address

Address

Project Manager Primary Phone Number

Must be an Australian phone number.

Project Manager Primary Email

Must be an email address.

GST Registration

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Applicants can elect to be registered for GST, or required to register for GST under certain circumstances. For more guidance, see [Registering for GST | Australian Taxation Office](#).

Sponsorships distributed under the program may attract GST. Sponsorship payments to successful proponents, who are registered for GST, are increased to compensate for GST payable provided the Applicant provides a valid tax invoice noting the GST.

Is the applicant registered for GST or will be registered for GST upon payment of Sponsorship?

- ☐ Registered for GST
- ☐ Not currently registered for GST

Applicant Status - Trust, Partnership, Joint Venture and Consortium

Is the Applicant a Trust? *

- ☐ Yes
- ☐ No

Is the Applicant a Partnership, Joint Venture or Consortium *

- ☐ Yes
- ☐ No

Please attach a copy of your Trust Deed and any variations *

Attach a file:

For the Partnership, Joint Venture or Consortium, please attach evidence that all parties agree to be involved. *

Attach a file:

Page 3 - Project Location

* indicates a required field

Project/Event Location

Where will your Project mainly be located?

If it is an event, then please identify the location of the event. Alternatively identify the main place of operations.

Address

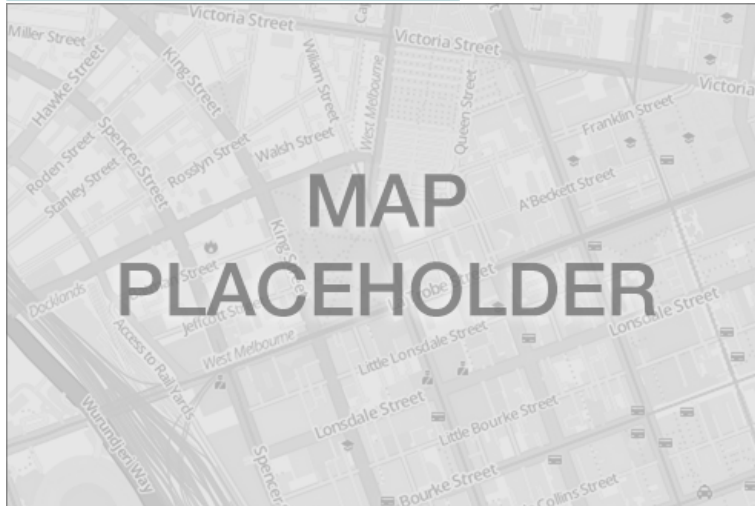
Address

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Project Location Address *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Please provide the location of the Project / Event (if it has one), or the main address of the Applicant.

Which Local Government Area (or Areas) will your project or event be located within?

To check please go to [Find your local council | LGA Tasmania](#)

Local Government Area (or Areas): *

- | | | | |
|--|---|---|--|
| ☐ Break O'Day | ☐ Devonport | ☐ Huon Valley | ☐ Northern Midlands |
| ☐ Brighton | ☐ Dorset | ☐ Kentish | ☐ Sorell |
| ☐ Burnie | ☐ Flinders | ☐ King Island | ☐ Southern Midlands |
| ☐ Central Coast | ☐ George Town | ☐ Kingborough | ☐ Tasman |
| ☐ Central Highlands | ☐ Glamorgan-Spring Bay | ☐ Latrobe | ☐ Waratah-Wynyard |
| ☐ Circular Head | ☐ Glenorchy | ☐ Launceston | ☐ West Coast |
| ☐ Clarence | ☐ Hobart | ☐ Meander Valley | ☐ West Tamar |
| ☐ Derwent Valley | | | |

Page 4 - About the Project

* indicates a required field

Project Summary

Please tell us about the proposed Project. If you have a prepared Project Plan, you can upload a copy below.

Project Plan

Attach a file:

A maximum of 1 file may be attached.

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the plan needs to include dates and activities relating to the delivery of the project

Project Title *

Word count:

Must be no more than 250 characters no more than 30 words.

Project Description

Waste Hierarchy

Preferences for how WRRB understands resources and products are like those expressed in the [Waste Hierarchy](#), which has been a widely recognised framework for waste management for over 40 years.

The Waste Hierarchy emphasises waste prevention as the most desirable outcome. It promotes strategies such as reducing consumption, improving product design, and minimising waste generation. It is one roadmap that guides the transition to a circular economy, optimising product and resource use, and minimising loss and waste at each stage of the product lifecycle. It is often about using less, using for longer, and using again.

Please tell us about the type of project proposed, including how it fits into the Waste Hierarchy.

Type of Project *

- | | |
|--|---|
| ☐ Behaviour Change | ☐ Increasing Resource Recovery (including recycling) |
| ☐ Business Education / Awareness Raising | ☐ Increasing Reuse |
| ☐ Capturing / Improving Data | ☐ Promoting Circular Economy Partnerships |
| ☐ Community Education / Awareness Raising | ☐ Promoting Success and Champions |
| ☐ Circular Economy | ☐ Reducing Waste |
| ☐ Event | ☐ Remote / Regional Action |
| ☐ Increasing Community Capacity | ☐ Other: <input type="text"/> |

Select at least one.

Please provide a longer description of the Project, including what the Project aims to achieve. *

Word count:

Must be between 50 and 250 words.

Please indicate below the waste stream and/or area or activity as per NRE Tas' waste categories listed in the Data Recording and Reporting for Landfill Facilities Guideline that your Project relates to (you may tick more than one): *

- | | |
|---|---|
| ☐ Construction and demolition products and materials ‡ | ☐ Paper and cardboard |
| ☐ Plastics products and packaging ‡ | ☐ Glass |
| ☐ Agricultural and industrial plastics ‡ | ☐ Leather and rubber (excluding tyres) |
| ☐ Organics ‡ | ☐ Ash |
| ☐ Tyres ‡ | ☐ Hazardous waste |

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- ☐ Textiles ‡
☐ Oil and chemical solvents ‡

- ☐ Mixed Materials
☐ Other:

- ☐ Metals

‡ Priority Materials as identified in the WRR Strategy - may be given priority for Sponsorships

Event URL and Waste Management Strategy

Tell us a bit about your event!

Event Details URL

Must be a URL.

Please list the URL to access event details

What is the Waste Management Strategy for the Event?

Word count:

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Sponsorship Requested

Sponsorship funding requested by the applicant (ex GST) *

\$

Must be a dollar amount and between 1000 and 10000.

Has any other funding for the project been received from NRE Tas or the Tasmanian Waste and Resource Recovery Board?

- ☐ Yes
☐ No

Please list all other types of funding, including amounts and name of funders.

Project Budget (Income)

Please outline your project income in the budget table below, including details of other income or funding that you have applied for, whether it has been confirmed or not.

IN-KIND: In-kind amounts should appear as Income and Expenditure. For example, volunteer project management time would be recorded as:

Income description - 'Project Management', Income type - 'Pro Bono / In-kind'

Expenditure description - 'IN-KIND Project Management', Expenditure Type - 'Project and Production'

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In-kind contributions should be a reasonable estimate based on the number of hours and skills required for the task.

GST: Amounts should be GST Exclusive

BALANCE: Your budget MUST balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT)

Income description **Income type** **Is this funding confirmed?** **Income amount (budgeted)** **Income amount to date (actual)** **Notes**

Provide a clear description for each income item. Examples could include 'Sponsorship Grant', 'Council Sponsorship', 'Organisation Funds', 'Marketing (In-kind)'.	Please select the type of income		Enter the total amount expected to be received. Must be a dollar amount.	Enter the actual amount of income from this funding source that has been received to date. Must be a dollar amount.	Add notes if you need to provide more context
	Other: 				
	Other: 				
	Other: 				
	Other: 				

Project Budget (Expenditure)

Please outline your project expenses in the expenditure table below (same instructions as per Project Budget (income) previous page).

Ineligible project costs include:

- costs not directly related to the activities of the proposal or otherwise not specified as a requirement of the sponsorship,
- ongoing costs incurred after the sponsorship period is completed (e.g., operating and maintenance costs),
- retrospective payments or expenditure incurred prior to signing of sponsorship agreement/s,

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- GST payments,
- contingency allowances,
- any costs incurred due to non-compliance with legislation,
- costs of preparing the sponsorship proposal and/or associated supporting materials such as project plans,
- corporate overheads and on-costs, including legal and technical expenses, professional and clerical salaries of employees,
- permits, licencing and/or development proposals,
- business as usual expenses such as office furnishings and supplies.

Expenditure description Expenditure type Expenditure amount (budgeted) Expenditure amount to date (actual) Notes

Provide clear descriptions for each Expenditure item. Examples include 'Facebook Marketing', 'Equipment purchase', 'Staff time - 40 hours'. PLEASE add "IN-KIND" if it is an In-Kind contribution identified as Income.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Enter the total amount expended on this budget item to-date. Must be a dollar amount.	Add notes if you need to provide more context.
	Other:			
	Other:			
	Other:			
	Other:			

Total Expenditure Amount

Total Income Amount

Total Expenditure Amount

Income less Expenditure

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Total Income Amount

This number/amount is calculated.

This number/amount is calculated. What is the total Income (dollars) for your project?

Total Project Cost

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Income less Expenditure

This number/amount is calculated.

This number/amount is calculated

Full Budget

Attach a file:

If you have prepared a full Budget, please attach it here.

Project Inputs, Outputs and Outcomes

We want to know the Inputs, Outputs and Outcomes of the Project.

There is an explanation of each of those terms.

Inputs

Inputs are the resources needed to deliver the event or project.

These investments are typically the easiest to measure: money, equipment, volunteer time, and in-kind donations. These metrics can help quantify the commitment needed for the event or project, but not the value ultimately created.

What are the anticipated inputs from your event/project? *

Must be no more than 500 words.

Please include at least money, donations, volunteer time and in-kind contributions.

Outputs

Outputs are the things a project generates or number of people involved. Typical examples include people attending an event, people taught, resources donated, trash picked up and waste diverted from landfill.

What are the anticipated outputs from your event/project? *

Word count:

Must be no more than 500 words.

Please describe any metrics for your sponsorship e.g. number of people attending the event, amount of resource recovered or diverted from landfill, number of people educated, etc

Outcomes

Outcomes are the ways Tasmania has changed as a result of a Project.

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Common outcomes might include a cleaner environment, more recycling, less landfill or increased capacity for a circular economy.

By measuring the outcomes of Sponsorship, we can guide future programs.

What are the expected outcomes from your event/project? *

Word count:

Must be no more than 500 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

How will the Applicant know these outcomes have been achieved? *

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Metrics

What are the metrics that will be used to measure success?

For example, number of people at your event, money raised, number of brochures produced.

Project Timeline

Please provide a realistic timeline for the commencement and completion of your project. (As per the [Sponsorship Guidelines](#) Projects for this Grant Round should be completed by **31 December 2027**.)

Expected project start date *

Expected project completion date *

File Upload

Attach a file:

If you have a documented timeline or Gantt chart, please upload it here

Page 5 - Communications Strategy

* indicates a required field

Communications

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Please provide a summary of your communications plan for the Project.

Where possible, include details of communications before, during and after the Project.

Communication Plan (Upload)

Attach a file:

Please upload any prepared Communications Strategy you have in relation to the Project, including samples of previous communications from previous projects or events.

Communication Plan *

Please provide details of the communication plan

Assets Created

The Board will consider the ongoing value of any assets created, including publishable materials.

That might include documents, training materials, equipment that will continue to be used after the Project is finished or digital assets such as web pages or videos.

Project Assets

Please provide details of the project assets

Social Media

Please provide all details of social media accounts the Applicant will use to promote the Project.

Refer to the [Sponsorship Grant Program 26-27 FY Guidelines](#) for more information about why we are asking for these details

Select Social Media Platform

- ☐ Facebook
- ☐ YouTube
- ☐ Instagram
- ☐ TikTok
- ☐ SnapChat
- ☐ X
- ☐ Other:

Facebook Information

Please use the home or landing page URL for your organisation's social media account.

Insert Facebook page

How do we find you on this site

YouTube Information

Please use the home or landing page URL for your organisation's social media account.

Insert youtube page

How do we find you on this site

Instagram Information

Please use the home or landing page URL for your organisation's social media account.

Instagram page

How do we find you on this site

SnapChat Information

Please use the home or landing page URL for your organisation's social media account.

SnapChat landing page

How do we find you on this site

X Information

Please use the home or landing page URL for your organisation's social media account.

X landing page

How do we find you on this site

Other Information

Please use the home or landing page URL for your organisation's social media account.

Website and Username for other Social Media accounts

How do we find you on these sites

Page 6 - Assessment Criteria

* indicates a required field

The Assessment Process

Information for all Applicants regarding eligibility and merit criteria as well as assessment are included in the [Sponsorship Guidelines \(refer page 7\)](#). Each of the criteria below must be satisfied in order to be eligible.

Please provide a summary of how each of the merit criteria is met and support this with uploaded documents.

If you need to collect more information to make a complete application, you can save the form and come back to it at any time.

Criteria 1 - Design and merit of the project to deliver on the program objectives

How will your project, event or organisation implement the objectives of this Sponsorship?

Primary Assessment Criterion 1 *

Word count:

Must be between 50 and 300 words.

Criterion 1 - Application (upload)

Attach a file:

Please upload supporting evidence

Criteria 2 - Capability and capacity to deliver

Describe the skills, abilities and experience of your team and your project management strategies. For example:

- What skillsets, resources and experience do you have within your Project team that will increase the probability of a successful Project, and the implementation of your project's outcomes?
- What plans or processes do you have in place to monitor, track and report Project implementation and outcomes through time?
- What risks have you identified in relation to the Project?

Primary Assessment Criterion 2 *

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Word count:

Must be between 50 and 300 words.

Criterion 2 - Application (upload)

Attach a file:

Please upload supporting evidence

Criteria 3 - Sponsorship funding impact

Describe the benefit your business and your Project will gain from receiving sponsorship funding, for example:

- How will funding improve, increase, allow or expand your activities, improve resource recovery outcomes and/or increase your integration into the resource recovery sector and Tasmanian circular economy?
- What financial barriers do you currently have to completing your project?
- What other funding is also being utilised in the project? For example, are you leveraging other government funding or finance as part of your planning?
- Please confirm you can provide a 50% contribution of funding to the project (cash and/or in-kind), as per the guidelines, and if not please provide an explanation in this section

Primary Assessment Criterion 3 *

Word count:

Must be between 100 and 1000 words.

Criterion 3 - Application (upload)

Attach a file:

Please attach supporting evidence

Page 7 - Applicant Declarations

* indicates a required field

Financial Declaration

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You must upload and have the relevant Financial Delegate (i.e. Accountant or Chief Financial Officer or Owner/Operator) complete this [Financial Declaration Form](#) as part of complying with this grant application process.

If you have any questions on this, please email waste.grants@nre.tas.gov.au.

Please upload your signed Financial Declaration form here: *

Attach a file:

Confirmation of Guidelines

[Sponsorship Grant Program 26-27 FY Guidelines](#)

I confirm I have read the guidelines that relate to this grant and believe my proposed project fits within these guidelines *

- ☐ Yes
☐ No

I confirm I am able to provide acknowledgement to the Tasmanian Waste and Resource Recovery Board as outlined in the guidelines *

- ☐ Yes
☐ No

Final Declaration

The term 'Application' means this on-line form and all attached documents.

For and on behalf of the applicant detailed in this application, I, the undersigned, acknowledge and warrant (as the case may be) that:

- 1.I have authority to provide the information contained in this application and to execute (by completion of details below) this application for and on behalf of the applicant.
- 2.The Department and WRR Board can rely upon the information and representations contained in this application (including these acknowledgements).
- 3.I have read, understood and I am able to comply with all criteria, terms and conditions contained in the guidelines and application form.
- 4.I have read and understood the eligibility requirements and assessment criteria for this program and declare to the best of my information, knowledge and belief, the Applicant is eligible under those criteria and the information provided is true and correct.
- 5.The Department and / or WRR Board may undertake checks including, but not limited to credit checks, organisational searches and any other checks and enquiries on the Applicant as the Department and / or WRR Board determines and is hereby authorised to do so.
- 6.The application is made at the Applicant's own cost and risk, the selection of the Applicant for program funds is at the absolute discretion of the Department and / or the WRR Board and this application remains the property of the Department and the WRR Board.
- 7.The Applicant will be responsible for notifying the Department and / or the WRR Board in writing of any changes relating to information provided in this application. Until receipt of such notification, the the Department and / or the WRR Board shall process the application in accordance with the information provided.

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8. Sponsorship payments will be made via Electronic Funds Transfer (EFT) to a nominated bank account and the the Department and / or the WRR Board is hereby authorised to make such payments.

9. the Department and / or the WRR Board is under no obligation to verify the authority of the undersigned on the bank account details.

10. The Department and / or the WRR Board will not be held responsible for delays of payment, or errors due to factors outside their reasonable control. The Department and the WRR Board reserves the right to terminate or suspend an EFT and to pay by cheque or any other manner which the Department and / or the WRR Board may determine.

11. The Applicant agrees to indemnify the Crown in the Right of Tasmania, against all present and future legal liability, claims or proceedings for financial loss arising from, or attributable to the provision and use of the information contained in this application and/or receipt and use of sponsorships.

12. If a sponsorship is awarded, the Applicant must enter into a legal agreement with the department in order to receive the sponsorship. This agreement will be on such terms and conditions as the Department and / or the WRR Board determines and, together with this application form and any applicable program guidelines, will form the whole agreement.

I agree *

☐ Yes

Page 8 - Application Process

Application Process Feedback

We would appreciate your feedback on this application process. Your response will help us improve the process for future processes.

How many minutes in total did it take you to complete this application?

Must be a number.

Estimate in minutes i.e. 1 hour = 60

Quality of Information Provided

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

1 is poor 5 is excellent

if you had contact with anyone from NRE Tas how would you rate their Professionalism, Courtesy and Promptness of Staff

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

1 is poor 5 is excellent. Leave blank if not applicable

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.