

# **Tyre Stewardship Fund Guidelines:**

## **Project Stream - Research & Development**

# **Tyre Stewardship Fund Guidelines: Project Stream - Research & Development**

The application, including attachments, must be submitted via email, with 'Projects Stream' in the subject line, to: [funding@tyrestewardship.org.au](mailto:funding@tyrestewardship.org.au)

Disclaimer: Information in this document is current as of September 2018. While all professional care has been taken in preparing this document, Tyre Stewardship Australia accepts no liability for loss or damages incurred as a result of reliance upon its content.

# Contents

1. About TSA	4
2. Tyre Stewardship Research Fund objectives	4
Project stream	5
Research and Development Projects	5
PhD Scholarship Stream	5
3. Why does TSA provide market development funding?	5
4. Funding	5
Priority areas	5
Partnerships	6
Activities	6
5. Eligible applicants	7
5.1 What will be required of successful applicants?	8
6. Project funding	8
Value for money	8
6.2 Project total cost	9
6.3 Co-contributions	9
Cash and in-kind support	10
7. Assessment criteria	10
8. Application and assessment process	11
Managing conflicts of interest	11
Selection of successful proposals	11
Post selection feedback	11
Confidentiality	11
9. Application close off	12
10. Additional information	12
11. Other definitions	12
Calculating Full-Time Equivalent Employees (FTE)	12
Commercialisation	12
Demonstration	12
Environmental or Safety Breach	12
Environmental and Safety Laws	12
Industry	13
Lead Applicant	13
Related Entities	13
Research and Development (R&D)	13
Research Institute (RI)	13
12. Application Form: Tyre Stewardship Fund	14
Research & Development Stream	14

## 1. About TSA

Tyre Stewardship Australia (TSA) is a not-for-profit company established to administer the national Tyre Product Stewardship Scheme ('the Scheme'), the objectives of which are to:

- increase resource recovery and recycling and minimise the environmental, health and safety impacts of end-of-life tyres generated in Australia, and
- develop Australia's tyre recycling industry and markets for tyre-derived products.

The Scheme provides an industry led and government supported framework to effectively reduce the environmental, health and safety impacts of the 56 million equivalent passenger units (EPU), which reach end of life in Australia each year.

TSA is supported by an Australian Competition Consumer Commission (ACCC) authorised 25cent per EPU levy on new tyres coming into Australia paid voluntarily by Scheme Members; Bridgestone, Continental, Goodyear Dunlop, Kumho, Michelin, Pirelli, Toyo Tires & Yokohama. TSA uses these funds to deliver a robust audit and compliance program and support research and development projects.

The Tyre Stewardship Fund ('the Fund') is the primary mechanism for TSA to facilitate investment and support to develop Australia's tyre recycling industry and markets for tyre-derived products.

This document contains the guidelines and application form for the Research and Development Stream of the Tyre Stewardship Fund. Interested applicants are encouraged to read the guidelines in detail and contact the relevant TSA representatives prior to lodging any application for funding.

If you'd like to talk to someone about the Tyre Stewardship Research Fund, contact:

Liam O'Keefe - Market Development Manager - [liam.okeefe@tyrestewardship.org.au](mailto:liam.okeefe@tyrestewardship.org.au)

## 2. Tyre Stewardship Research Fund objectives

The Fund provides resources through a competitive process to support the development of markets for Australian tyre-derived products.

The Australian tyre recycling industry produces a number of tyre-derived products (TDP) such as crumb rubber and rubber granules that can be used in applications from road construction and playground surfacing to adhesives and aggregates, and even as an additive into explosives.

However, at this point the market for these products is not large enough to absorb all of the waste tyres (around 56 million annually) being created in Australia.

The TSA Board has therefore established the fund as a means of stimulating development of new products and new markets for TDP.

Put simply, the primary objective of the Fund is to invest in projects that increase the volume of Australian generated end-of-life tyres being processed into TDP and sold by Australian tyre recyclers and processors.

The Fund is delivered in two streams:

- **Project Stream** – Funding to support 'Research and Development' as well as 'Demonstration and Infrastructure' projects that lead to increased uptake of Australian generated TDP (this document pertains to the Research and Development Fund of the Project Stream)
- **PhD Scholarship Stream** – Specific PhD scholarships for students looking to investigate future technology and solutions that may transform markets for tyre recycling and TDP (guidelines and an application form for the PhD Scholarship Stream can be found on the TSA website; [www.tyrestewardship.org.au/funding](http://www.tyrestewardship.org.au/funding)).

## Project stream

There are two types of Project Stream applications. These are for ‘**Research and Development**’ as well as ‘**Demonstration and Infrastructure**’ projects. This document pertains to the Research and Development applications within the Project Stream, the intent of which is summarised below:

### Research and Development Projects

To support early stage research and development to validate the performance benefits of products and processes that consume TDP to underpin investment in the creation and expansion of markets to increase demand for Australian generated end-of-life tyres. For more information on the types of Research and Development projects that TSA supports via the Fund, please see the past projects page on the TSA website ([www.tyrestewardship.org.au/funding/summary-of-current-projects](http://www.tyrestewardship.org.au/funding/summary-of-current-projects)).

### PhD Scholarship Stream

TSA also offers PhD Scholarship funding support which seeks new research ideas and technologies that will benefit the end-of-life tyre and associated manufacturing industries. The Scholarship stream is focused more on 'early stage' mechanisms to develop future technology, applications and solutions that will develop exclusive intellectual property and assist in the transformation of markets for tyre recycling and TDP. It is also crucial that the research is aligned with the realities of the end-of-life tyre market as well as the 'end user' markets associated with the nature of the research project itself.

## 3. Why does TSA provide market development funding?

In order to minimise the environmental, health and safety impacts of end-of-life tyres, Australia needs diverse and sustainable markets for TDP. Stronger markets for TDP will mean more tyres get recycled rather than mishandled and stockpiled creating risk for the community. Stronger markets will reduce this risk by creating more value for waste tyres, driving more competition for material. This supports a more robust recycling market that feeds a stronger and more diverse TDP consuming manufacturing sector.

The intent of the Fund is to enhance local market development and product development initiatives that demonstrate the value of new and enhanced applications for TDP. Our aim is to support initiatives that bring together strong partnerships across industry, universities and governments to demonstrate both the technical and financial viability of new products and new applications.

Therefore, a significant portion of revenue collected from the TSA levy is directed to market development activities. This will act to support development of this evidence base and promote greater investment in new products and applications via the Fund.

## 4. Funding

### 4.1 What will be funded?

The Fund supports projects that will lead to a direct increase in the consumption of TDP made by Australian recyclers from locally generated end-of-life tyres.

## Priority areas

The priority outcome to be achieved from Project Stream applications is a direct increase in the local consumption of Australian TDP through new and expanded markets.

- Applications will be assessed most favourably if they **both** consume high volumes of Australian tyre-derived product and are innovative in nature.
- Projects will also be strongly considered if they can demonstrate a strong correlation between the delivery of the project and high, ongoing consumption of Australian generated TDP.
- Projects must have collaborative partnerships between industry, research bodies and “end users” to demonstrate a realistic market application and likely potential of being utilised by the market at the completion of the project.

- All projects must be rated highly in relation to the assessment criteria (see section 7), with a particular emphasis on:
  1. a clear business case that articulates the potential increase in consumption of TDP the project will achieve
  2. a clear statement of how the project will capitalise on the characteristics of TDP to create new and improved products or processes

Examples of priority markets and applications TSA will support in the Project Stream include (but is not limited to) road, rail, polymer-based products, building/infrastructure initiatives and explosives.

Please note, TSA will consider other models, partnerships, project areas and proposals, as long as they can demonstrably contribute to reaching TSA's desired outcomes and objectives (see the TSA Guidelines for more information). Therefore, if you have a potential project proposal or idea, please feel free to contact TSA to discuss.

All TSA funded activities require the use of Australian TDP.

All TSA funded infrastructure projects require Australian generated TDP to be utilised for the lifetime of the project and/or infrastructure.

### Partnerships

TSA is most interested in projects that can bring together multiple parties in partnership including industry, research organisations, government, recyclers and end users (such as councils, road authorities, manufacturers or civil engineering and construction companies).

TSA believes that having organisations that make products and buy products working closely with research bodies who can test, and advance new products offers the best chance of long term success.

For example, a strong project proposal will most likely involve partnerships between:

- an organisation that can evidence the beneficial applications for TDP such as a university or other research and development oriented organisation; and
- a partner organisation that can realise the market potential of the identified application such as a recycler, manufacturer or customer that may purchase the TDP and manufacture it into a 'secondary' product (such as a road binder, aggregate or polymer).

Ideally, TSA is looking to work with organisations and partnerships that:

- Have a proven record of research and development, ideally related to TDP or associated areas.
- Have the capacity and capability to deliver outcomes to the industry by creating a positive market impact from the funded research project.
- Can demonstrate linkages with 'end users' (i.e. those customers who may consume increased amounts of TDP).
- Directly support industry in reaching the objective of improved markets for TDP.

### Activities

Within the project priorities and partnerships described above, TSA will fund:

- Personnel (i.e. staff engaged in the project, but only for the time they are engaged with the project. Note that any time spent on the project by existing personnel will be considered as in-kind funding only).
- Equipment, staff, materials, monitoring, safety, approvals and other required expenditure associated with demonstrating and trialing the use of TDP, leading to increased utilisation of TDP across new or expanded markets through that particular application.
- Research / laboratory / testing costs.
- The purchase of specific new equipment for testing may also be applicable if it can be demonstrated to be necessary for the delivery of the project.
- Field testing to validate laboratory trials.
- Materials consumed (must use Australian TDP for any funded activities).

- External consultants where required for specialist work, such as economic or feasibility analysis or market analysis for new products directly related to the project (these costs must not exceed more than 20% of the total project cost).
- Other project costs where documented and justified.

**Please note:** These guidelines are intended to assist potential applicants in developing strong proposals. TSA will consider other models, partnerships, proposals and expenditure items as long as they can demonstrably contribute to reaching TSAs desired outcomes and objectives. Therefore, if you have a project proposal, please contact TSA to discuss.

## 4.2 What will not be funded?

The priority of the Fund is to find new or expanded markets for TDP currently being manufactured in Australia (for example crumb rubber or rubber granule).

Therefore, the Fund will not support:

- Funding for recycling and processing infrastructure. This includes both conventional recycling plant and equipment as well as thermal processing infrastructure such as pyrolysis and gasification equipment.
- Applicants that are unable to demonstrate the financial capability to undertake the project.
- Projects related to the clean-up of tyre stockpiles.
- Projects that do not meet the eligibility criteria of the program.
- Travel, conferences and other educational activities (unless demonstrably evidenced as fundamental to the project).
- Recycling infrastructure that does not deliver market development outcomes.
- Start up or seed funding for new businesses.
- Projects outside of Australia.
- Projects related to the treatment or management of mining tyres only.
- Activities that are being undertaken in order to comply with regulations / compliance.
- Projects without matched funding from other parties (TSA aims to ensure all projects generate at least 1:1 funding with government, industry and other organisations).
- Sunk costs of background technology, background intellectual property or retrospective research; requests for retrospective funding where projects have commenced (i.e. equipment purchased, contracts entered into or construction has begun), or those projects which are completed prior to receiving funding approval.
- Feasibility studies, business plans, cost benefit analyses and economic impact studies.
- Ongoing operating costs or salary subsidies.
- The construction of buildings and/or cost of purchasing or improving land unless specifically devoted to and required for the proposed project.
- The making of donations.
- Any activity that a local, State, Territory or Commonwealth government or agency thereof has the responsibility to undertake.
- Requests for retrospective funding, where projects are completed or have commenced prior to signing a funding agreement with TSA (note: a defined component or next stage of a current, longer term project would be eligible for funding).
- Organisations that have failed to satisfactorily complete any other previous projects funded by TSA without sufficient reason.

## 5. Eligible applicants

To be an eligible applicant for the Fund, applicants must:

- Be a registered Australian business, research institution or university that has the capability and capacity to undertake the project that is being proposed.
- Have a current Australian Business Number (ABN).
- Agree to comply with TSA Terms and Conditions.
- Meet the requirements for co-contributions and be able to fund all costs of the project that are not met by TSA's contribution to the total cost of the project.

- Have ownership of, access to or the beneficial use of any background intellectual property necessary to carry out the project.
- Be accredited by TSA or be willing to seek accreditation if a tyre industry fund category is applicable (for example tyre recyclers, collectors, manufacturers etc.).
- Have been operating for at least 12 months (industry partner(s) and research institute).
- Have satisfactory environmental, safety and financial performance.

## 5.1 What will be required of successful applicants?

Successful applicants must:

- Submit a detailed project plan for approval by TSA prior to execution of the contract.
- Deliver the project as outlined in the application and agreed project plan.
- Facilitate update meetings with TSA and lead partner/s.
- Complete the project within the timeframes proposed in the application and/or agreed upon in the contract.
- Meet the matched funding requirements.
- Participate in activities with TSA to distribute the findings to broader stakeholders (ie universities, government and industry) during and after the TSA funding agreement period.
- Provide evidence demonstrating partnership between the lead applicant and lead partner.
- Acknowledge the project has been funded by TSA.
- Provide TSA with high level reports, case studies and data (excluding commercial in-confidence research findings (Non-Confidential Project Intellectual Property) for general publication.
- Make efforts to commercialise the research findings developed as a result of the project (Confidential Project Intellectual Property) over a three-year period post completion of the final milestone. Commercialisation activities will be reviewed annually for up to three years by TSA and if the Project Intellectual Property is not satisfactorily commercialised, the applicant may be required to make the Project Intellectual Property available to TSA for broader publication.

## 6. Project funding

TSA seeks to maximise the value of its funding through co-contributions and by setting funding levels. Funding levels are designed to ensure TSA can support a variety of relevant projects whilst at the same time managing any administrative burden.

### 6.1 Funding levels

Generally, TSA seeks projects where TSA cash contributions are between:

- the minimum funding level \$50,000 excluding GST
- the maximum will be \$300,000 excluding GST

However, whilst TSA considers this to be an appropriate level of support to deliver substantial outcomes, considerations will be given for larger or smaller project cash contributions on a dollar for dollar cash basis if the case can be clearly made for the achievement of greater outcomes as defined by the Fund. **Feel free to contact TSA to discuss.**

TSA will use project milestones or gateways to ensure projects are delivering on expectations. We reserve the right to discontinue funding where outcomes and outputs are not being delivered.

#### Value for money

TSA is seeking projects that offer high value for contributions to the total cost of the project.

Notwithstanding this, a minimum 1:1 funding criterion is required for all projects, noting that value for money is an assessment criterion.

Participants' contribution to the total cost of a project can comprise cash and/or in-kind components. The total contribution of the participant's contribution cannot be in-kind. That is, there must be some cash contribution to the project.



Those projects that have a higher component of cash to in-kind ratio will be looked upon more favourably in the value for money section of the assessment process and therefore have more of a likelihood of success.

TSA also highly values cash contributions from industry as this is indicative of a market value to the application and associated outcomes. Projects without contributions from industry partners are rarely approved by TSA.

## 6.2 Project total cost

The total costing of the project must identify all reasonable expenses associated with the project, including but not limited to:

- **Personnel:** The cost for the time of staff engaged or to be engaged on the project.
- **Equipment:** The cost of plant and equipment to be used to support the delivery of the project. For new plant and/or equipment that will be utilised on this project details are required on the cost to be charged to this project of that new plant and equipment.
- **Materials:** The materials that will be consumed on this project and their cost (must use Australian TDP for all funded activities).
- **Subcontract:** The costs of the engagement of subcontractors.
- **Travel:** The costs for travel (please stipulate domestic and/or overseas) by project personnel that is directly associated with the project.
- **Other:** Any other costs for the project which are not covered above. Of particular importance are technology adoption costs, i.e. any expected costs (including intellectual property protection costs) related to transferring the project results to, or to the next innovation stage towards, commercialisation.

## 6.3 Co-contributions

As is common practice, TSA seeks to maximise the value of its investment via co-contributions from other project partners. Ideally, TSA will look to support projects with a 1:2 ratio whereby \$1 of TSA funding is matched by \$2 from other project partners.

Whilst this is our desired outcome, TSA recognises that this will not be possible with all projects. At a minimum, TSA requires at least 1:1 funding whereby \$1 of TSA funding is matched by \$1 from other project partners. TSA will prioritise projects that offer a greater percentage of cash contributions versus in-kind support.

The Fund values cash contributions from industry very highly as this is indicative of the market viability of a project proposal. Therefore, a cash contribution from industry or an end user is expected in all applications unless a strong case otherwise can be made. For example, a project that has a cash contribution solely from a university to undertake research will not be rated as highly as others that have industry funding attached.

Matched funding contributions can include:

- Cash and salaries paid by the lead applicant and project partner(s) for employee's time allocated or directly related to delivering the project.
- Voluntary labour such as unpaid research time.
- Donated goods or services such as recovered resources for laboratory testing or a demonstration site.
- Additional funding from a project partner e.g. private entities; associations, government, product stewardship organisations.

Ineligible matched funding contributions:

- Operating expenses that are not directly associated with delivering the project.
- Opportunity costs such as staff 'downtime' during implementation of activities.
- Capital works project costs not directly related to the use of recovered resources.

## Cash and in-kind support

TSA will make a cash contribution, within the project funding limits set out above, to meet the total costs of the project. Participants conducting the project may make cash and/or in-kind contributions to finance the balance of the total cost of the project.

A non-monetary contribution will be an in-kind contribution for the purposes of contributions to the funding of the total cost of the project if it meets the following criteria:

- The contribution can be given a cash value (e.g. salaries and associated overheads of persons working on the project, access to and use of capital equipment made available for the project).
- Imputed rent on buildings made available for use by the project.
- Non-salary project-specific direct costs such as the cost of providing consumables.
- Other auditable costs necessary to enable project completion.
- The contribution is an expense, for the direct and primary benefit of the project.
- The contribution is directly attributable to the provider of the in-kind support.
- The contribution could be reasonably verified by an independent auditor as an input to the total cost of the project (including overhead levels and/or formulae).

**Please note:** In line with the common practice of funding organisations similar to TSA, the salaries and associated full overheads of existing staff (adjusted for their proportionate time contribution to the project) must be considered as in-kind contributions to the funding of the total cost of the project.

However, the gross salary plus direct salary related on costs of new staff hires made by project participants specifically for the project (adjusted for their proportionate time contribution to the project) and contributed to the project may be considered as a cash contribution.

## 7. Assessment criteria

This document relates to a competitive funding round and as such is a merit-based application process.

Applications will be assessed on the ability to deliver tangible outcomes for the development or enhancement of TDP in Australia based upon assessment of the following project elements:

Tyre Stewardship Infrastructure Fund	
Base Criteria	Weighting
<b>What? Project framework and outcomes</b>	<b>30</b>
Anticipated project benefit: tons of TDP consumed, market expansion potential, creation of new markets etc.	30
<b>Who? About the organisation &amp; partners involved</b>	<b>30</b>
Strength of applicant and ability of team: track record and ability to leverage commercial outcomes	10
Financial contribution and viability of the applicant	10
Strength of partners and alignment of complementary skills	10
<b>Why? The need of the project</b>	<b>20</b>
Importance of market barrier it is addressing: Why is the project necessary? What problem is it looking to address?	10
Demonstration of value for money (solid co-contribution, sum requested relative to potential market opportunity)	10
<b>How? The project Plan</b>	<b>20</b>
Strength of the project plan & realistic timelines	10
Impact of the project on the market & how will this be tested? E.g. market size & economic assessment capacity of project	10
<b>TOTAL WEIGHTED SCORES</b>	<b>100</b>

## 8. Application and assessment process

In line with the TSA Guidelines, TSA has a Research Advisory Committee (RAC) to assess project proposals at both stages of the process and make recommendations for prioritised funding.

The RAC is an advisory body specifically convened to provide support, impartial assessment input and technical expertise to the TSA Board on matters of research, development, investment, funding and market development strategy. It should be noted that whilst the RAC provide recommendations and advice, it is the sole responsibility of the TSA Board to make final decisions regarding project funding.

The process for a project being approved for TSA funding usually involves the following steps. However, all processes can be altered at the discretion of the Board.

- All applicants must submit an Expression of Interest for assessment by the TSA Research Advisory Committee (RAC).
- Feedback will then be provided to the applicant and additional information will most likely be sought.
- Once all information has been provided to the RAC and an informed decision can be made on the value of the proposal in relation to TSA objectives,
- The RAC may then either reject or recommend the project to Board for approval.
- The project may then be put before the Board for approval.
- Upon Board approval of the project, a Project Plan is required to specify project delivery details.
- The Project Plan will then constitute part of the TSA standard contract.
- The project will then only be initiated once all project planning is completed and a contract executed.

All assessments by the RAC will be made using the weighted scoring system, with additional commentary for clarity and/or feedback. The RAC reserves the right to ask for supplementary information from any applicant.

Each full proposal will be assessed against the merit criteria provided in the proforma assessment sheet for Project Stream applications.

### Managing conflicts of interest

Any conflict of interest that arises in respect of TSA's RAC or Board members will be managed carefully and appropriately to ensure that the relevant member(s) is not included in an application's assessment or selection process.

Information on RAC members is available on the TSA website. Proponents will be given the opportunity to request that individual RAC members not assess their applications on the grounds of potential conflict of interest, if such a conflict can be reasonably justified.

### Selection of successful proposals

The TSA Board will consider proposals and, based on the merit criteria assessments and advice provided to it by the RAC, it will select those of highest merit that contribute to TSA's research investment objectives and priorities.

The Board reserves the right to reject all proposals for funding if the application standards are not considered high enough.

### Post selection feedback

Unsuccessful applicants for funding may seek feedback from TSA management – but detailed scoring information will **not** be provided.

TSA management will provide qualitative feedback on why a proposal was not successful using the assessment criteria described earlier. Unsuccessful applicants may re-submit their proposals in subsequent funding rounds with appropriate alterations made based upon the feedback of the RAC.

### Confidentiality

TSA treats all Fund applications and related information confidentially.

## 9. Application close off

The Fund is open periodically – please check the TSA website for relevant information. Potential applicants are able to contact TSA to discuss project ideas at any stage throughout the year. The TSA Research Advisory Committee will then assess applications on an ongoing basis throughout the year.

## 10. Additional information

TSA is available to answer questions from applicants over the phone and by email during the preparation of EOIs and full proposals.

Where appropriate, TSA may be able to assist potential applicants in linking up with relevant industry partners and/or tyre recyclers.

If you have any queries regarding this process, please contact TSA:

Email: [liam.okeefe@tyrestewardship.org.au](mailto:liam.okeefe@tyrestewardship.org.au)

Phone: 03 9977 7824

## 11. Other definitions

### Calculating Full-Time Equivalent Employees (FTE)

You have three employees, two work 40 hours per week and one 20 hours per week totaling 100 hours. Assuming a full-time employee works 40 hours per week, your full-time equivalent calculation is 100 hours divided by 40 hours which equals 2.5 FTE.

### Commercialisation

Commercialisation refers to the process through which research and development is transformed into marketable products, capital gains, income from licenses and/or revenue from the sale of new product or processing approaches.

### Demonstration

A demonstration project is a practical exhibition and explanation of how something works or performs in a real-world application. Demonstration projects must use existing R&D and/ or credible evidence for experimentation outside of the laboratory environment; this will support the processing approach or product pathway to commercialisation. Demonstration projects will provide information on product performance, practicality, constructability, cost-effectiveness, environmental impacts, occupational health and safety and technical specifications.

### Environmental or Safety Breach

An environmental or safety breach is any past or current prosecution, reportable incident, investigation, notice, penalty, warning, regulatory intervention or enforcement action from a State Environment Protection Authority (EPA) or WorkCover Authority or failure to comply with any environmental and safety laws.

### Environmental and Safety Laws

Environmental and safety laws, Occupational Health and Safety Acts, Environment Protection Acts or any other legislation, regulation order, statute, by-law, ordinance or any other legislative or regulatory measure, code, standard or requirement relating to the protection and safety of persons or property or which regulate the environment including laws relating to land use planning, pollution of air or water, soil or groundwater contamination, chemicals, waste, the use, handling, storage or transport of dangerous goods or substances, greenhouse gas emissions, carbon trading, or any other aspect of protection of the environment.

### **Industry**

Industry is any business entity and/or peak association operating in or representing manufacturers using or seeking to use recovered resources in a product. The business must have operations in Australia and have been in operation for at least 12 months. The lead industry partner for the project must comply with the insurance and risk requirements in the application form and sign the funding application.

### **Lead Applicant**

The lead applicant for projects can be any of the following: Tertiary education institution, Government agency established for research, Co-operative Research Centre, Institute or Centre for Research, Government, Incorporated Association, Industry Association, Industry peak body, Commercial/for-profit business, Not-for-profit or a Social Enterprise.

### **Related Entities**

Entities which are related to the applicant and includes:

- Holding companies of the applicant
- Subsidiaries of the applicant
- Subsidiaries of holding companies of the applicant
- Companies with common directors or shareholders as the applicant
- Companies that are a beneficiary under a trust of which the applicant is a trustee
- Trustees of a trust under which the applicant is a beneficiary
- Companies that carry-on business at the same address as the applicant, or the same address as the location of the activity for which the funding is sought.

### **Research and Development (R&D)**

R&D includes the following activities related to targeted materials (listed above): product design and development, laboratory testing, in situ testing and altering existing processing approaches.

R&D activity more generally is considered to be characterised by originality. It has investigation as a primary objective, the outcome of which is new knowledge, with a specific practical application, or new or improved materials, products or devices.

R&D ends when work is no longer primarily investigative.

### **Research Institute (RI)**

A research institute is defined as an organisation that can undertake R&D activities in the manner defined in the R&D definition above. A research institute can be a tertiary education institution, a government agency established for the purpose of research, a Cooperative Research Centre (CRC), an Institute or Centre for Research or a privately owned and accredited research facility.

Consultancies are not considered to be research institutes for the purposes of this program.

## 12. Application Form: Tyre Stewardship Fund Research & Development Stream

Tick to confirm you have read the Tyre Stewardship Fund: R&D Guidelines

### Who you are:

#### Part A: Lead Organisation Details

Name of Legal Entity:

Business Name (if different to legal entity):

Main Street Address:

\* Town / Suburb:                      \* Postcode:                      \* State:

ABN:                      ACN:

Does your organisation have related entities?                      Yes                      No  
If yes, provide the entity and trading name, ABN and ACN of each related entity (details can be provided in a separate document and submitted with your application).

### Contact Details for Authorised Person / Project Manager

Title:                      First name:                      Last name:

Postal address:

Town / Suburb:                      Postcode:                      State:

Telephone:                      Mobile:

Fax:                      Email:

#### Type of Applicant

Tertiary education institution

Commercial/for-profit business

Government agency established for the purpose of research

Institute or Centre for Research Government

Incorporated Association Industry Association or Industry peak body

Co-operative Research Centre

Not-for-profit Social Enterprise

Other (please specify):

**Part B: Lead Partner Organisation Details**

\*Name of Entity:

\*Main Street Address:

\*Town / Suburb:

\* Postcode:

\* State:

Organisation Type (i.e. company, Council, sole trader etc)

ABN:

ACN:

**Contact Details for Authorised Person**

Title:

First name:

Last name:

Postal address:

Town / Suburb:

Postcode:

State:

Telephone:

Mobile:

Fax:

Email:

Please list any additional industry / research / government / other project partners in the table below.  
(Details can be provided in a separate document and submitted with your application)

Name of organisation	Role in the project	Lead Contact name	Lead Contact Details (email, phone)

## Project Overview

### Project name

Please use 10 words or less.

Where will your project be located?

Please provide the address of where most of your planned activity will take place including town / suburb and postcode.

Address:

How long will it take to complete the project?

\* Anticipated project start date:

\* Anticipated project completion date:

Key Milestones	Date Completed

### Project Details

Describe the project, what it involves and what it aims to achieve (500 words max)

Why is this project necessary? Explain the market development problem you intend/expect to solve and/or the type of market demand to be met through successful completion of your project. (500 words max)



Describe the lead organisation including key staff, expertise and previous aligned projects (500 words max)

Describe partner organisations you will be working with and what they bring to the project (300 words max)

What are the beneficial properties of tyre-derived product (TDP) that your product/process will utilise to create value? What would be the advantage of using the outcomes of this project over currently available alternatives (i.e. what conventional products are currently available and why would the customer want the tyre-derived product instead)? (300 words max)

What is the per unit cost (e.g. unit/per tonne or kg) of the TDP your project will be utilising (shred, granule, crumb, whole tyre)? If you are replacing another input material (e.g. polymers, aggregates or other chemicals) with TDP how do they compare on a cost basis per unit? If the conventional product costs less, why would the TDP input be a viable alternative? (300 words max)

Describe the potential market and customer (local government, roads, polymer producers etc). If necessary, please include information on the relationship between suppliers, distributors, customers and other key stakeholders: (500 words max)

Quantify the potential market size. For example, for road surfacing projects this may be X km roads x Y thickness x Z% of crumb rubber per annum or a new product may consume X tons per year of TDP). Or you may estimate the size of the market in terms of volume demand, expected \$ revenue per customer and total number of customers in each target market. (500 words max).

Make sure your estimate is **realistic and attainable** relative to the scale and nature of your project. Unrealistic estimates of potential markets and project impact will be disregarded and **no** assessment scores will be given for this section:

What other positive outcomes will your project achieve? (such as jobs, publicity or new markets)

Will any intellectual property will be developed as part of the project? Who will own the new IP created as part of the project? What pre-existing IP do you and the team bring to the project?

What activities will you undertake to distribute the final research outcomes to broader stakeholders (e.g. universities, government and industry)?

How do you intend to monitor the results throughout the project?

How will you evaluate the project (how will outputs be measured?)

Please note any additional information you would like add (200 words):

## Project budget:

- Please provide an indication of income and expenditure for your project, excluding GST. Note that the total income must equal total expenditure.
- Please include in-kind and co-contributions that are relevant to the project budget and the amount of funding sought from TSA.
- Change the 'Lead' and 'Partner' title sections in the table to the actual names of the entities who will be contributing.
- Add additional columns for additional contributing parties

### Project Income:

Contribution Type	TSA Requested amount	Lead Organisation	Partner Organisation 1	Partner Organisation 2	TOTAL
Cash					\$
In-Kind					\$
Other					\$
TOTAL INCOME	\$	\$	\$	\$	\$

### Project Expenditure (please detail in-kind vs cash)

- Please stipulate where the TSA budget will be allocated (in bold) in the table below:
- 

Expenditure Type	Cash Amount	Justification/Rationale	In-kind Amount	Justification/Rationale
Project Management incl. salaries	\$		\$	
Please detail other costs:	\$		\$	
Materials	\$		\$	
Lab testing	\$		\$	
Travel	\$		\$	
	\$		\$	
TOTALS (cash & in-kind separate)	\$		\$	
TOTAL EXPENDITURE (cash & in-kind combined = Project Income)				

## Insurance:

- TSA requires that all successful applicants must effect and maintain adequate insurance or similar coverage to cover all reasonably insurable liabilities arising as a result of undertaking a TSA Funded project, including without limitation:
- workers' compensation insurance for the maximum amount required by the relevant State (being any 'State' in which any part of the Research Project is carried out, not merely the State of Victoria) or Territory legislation which covers the Specified Personnel and any other employees involved in the Research Project;
- public liability insurance for \$10,000,000 or more per claim which relates in any way to the Research Project; and
- professional liability insurance for \$10,000,000 or more per claim to cover loss or damage to property which relates in any way to the Research Project, including insurance covering the sites at which the Research Project is undertaken, and will, if requested, provide TSA with a copy of the relevant certificates of currency.

Does your organisation have such coverage and will continue to have so for the duration of any project with TSA?      Yes      No

If no, please state why:

## Compliance and Legal:

- Applicants and their related entities are required to declare any environmental or safety breaches within the last five years (see Section 5 – Definitions).
- Not disclosing or providing the required evidence for environmental or safety breaches may deem your application non-compliant.
- TSA reserves the right to reject applications where the applicant's compliance with environmental and safety laws is unsatisfactory in accordance with Section 7 - Compliance and Legal.
- Please declare and provide required details to show compliance with environmental and safety laws.

Has your organisation or related entities had a reportable incident or received a penalty, notice, prosecution, warning, enforcement action or regulatory intervention in relation to any environmental and safety laws in the last five years?      Yes      No

If yes, please provide details, attach relevant notice/s and evidence that the penalty, notice, prosecution, enforcement action or regulatory intervention has been satisfactorily resolved and that the level of compliance since the breach is satisfactory.

Do you acknowledge that TSA may undertake checks with EPA, WorkSafe or other relevant regulators about your organisation and related entities' compliance with environmental and safety laws?      Yes      No

Do you acknowledge that the project delivery partners (including sub-contractors) agree to provide information to TSA should EPA, WorkSafe or other compliance checks be required about their compliance with environmental and safety laws?      Yes      No

**Conflict of Interest**

Conflict of Interest means any matter, circumstance, interest or activity affecting the applicant or its Related Persons which may appear to impair the ability of the applicant to undertake the Project diligently and independently or perform its obligations under any funding agreement with TSA in relation to the Project.

No current or potential conflict of interest exists

We disclose the following conflict/s of interest and indicate below how we propose to manage it/them

--

**Checklist**

My organisation is eligible to submit an Application

I have read the guidelines carefully and my project addresses the priorities established in the guidelines.

I have read, understand and agree to the Funding terms and conditions relating to this grant

I have completed all questions and addressed all criteria set out in the questions.

I have advised the project delivery partners (including sub-contractors) that EPA, WorkSafe or other regulators compliance checks may be required and if so will provide information to TSA on request.

I have attached all relevant documents for example valid permits, letters of support, EPA and/or WorkSafe notices, evidence that any EPA and/or WorkSafe breach has been satisfactorily resolved and the level of compliance since the breach is satisfactory.

I warrant that I have authority to sign this application on behalf of the applicant. The Declaration is signed by an authorised person with delegated authority to make this application on behalf of my organisation and execute the Declaration (i.e. Chairperson, Chief Executive Officer, Secretary, Public Officer, Treasurer or Chief Financial Officer).

## Declaration

I state that:

The information in this application and is to the best of my knowledge true and correct and agree to the application conditions. I will notify TSA of any changes to this information and any circumstances that may affect this application.

I acknowledge that TSA may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions.

I agree to provide TSA all such information as reasonably required to assess our financial viability and also agree to undertake an independent third-party financial viability check if deemed necessary by TSA.

I acknowledge that TSA may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussions. TSA acknowledges that is external referral is sought, all documentation and associated information will be considered commercial in confidence.

**Print name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This application must be submitted via email, with 'R&D Stream' in the subject line, to:  
[funding@tyrestewardship.org.au](mailto:funding@tyrestewardship.org.au)