Application form

Round Four: NSW EPA Council Litter Prevention Grants

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# Application form

The NSW Government is serious about reducing litter. The Premier is committed to reducing litter in NSW by 40% by 2020 (see the [Premier’s priorities](https://www.nsw.gov.au/making-it-happen)). Local councils are key stakeholders to deliver this change, supported by the Waste Less Recycle More commitment of $50 million to anti-litter efforts. NSW’s recent results in litter reduction are encouraging, but we need to keep going.

The NSW Environment Protection Authority (EPA) has opened Round Four of the NSW EPA Council Litter Prevention Grants Program with $1.25 million available to individual NSW councils as part of the eight year $802 million Waste Less Recycle More initiative.

Round Four of the program will fund council litter prevention projects that reduce the volume of litter and target NSW’s most littered hot spots.

Individual NSW councils can apply for grants of between $30,000 and $100,000 (excluding GST) to deliver projects that apply an integrated approach to litter prevention and use EPA-developed tools and resources, including *Hey Tosser!* creative materials and the *Local Litter Check.*

**Grant applications close at 4pm on 1 December 2017.**

# How to apply

1. **Read the Information and guidelines:** The information and guidelines for applicants document can be downloaded from the [Council litter grants page](http://www.epa.nsw.gov.au/wastegrants/council-litter.htm).
2. **Complete application form:** Applications for Round Four are to be submitted to the EPA by **4pm on 1 December 2017**. Only one application can be submitted per council.
3. **Check application complete before submitting. You must have:**

* completed all sections of the application form
* attached your *Local Litter Check(s*) and any photographs of the areas/sites where the project will be conducted. Please provide the *Litter Count Volumetric Calculator Form* in excel format
* provided the signatures of the General Manager and Project Director (who has delegation to approve the application)
* if your project includes roadsides, waterways or car park sites, ensure your application includes attachments that provide:
  + - the name of the owner of the roadside, car park verges or waterway
    - evidence you have notified the owner of the site and their acknowledgment.

NOTE: If your application is successful you will need to complete and deliver a work and safety plan identifying all potential health and safety risks and how you will manage these to ensure the safety of those participating in your project.

You can submit your application by:

* Emailing [litter.prevention@epa.nsw.gov.au](mailto:litter.prevention@epa.nsw.gov.au) with the subject line: ‘Your Council Name: Round Four NSW EPA Council Litter Prevention Grants Program Application’.

# Need help?

If you need assistance with your application or have questions, call the EPA’s Litter team (02) 9995 6239 or email [litter.prevention@epa.nsw.gov.au](mailto:litter.prevention@epa.nsw.gov.au).

The EPA will provide a support webinar in October 2017 to help councils develop their applications, use the *Local Litter Check*, understand local and state litter priorities, set SMART objectives (Specific, Measurable, Attainable, Realistic, Timely) and design effective litter projects.

To register interest in attending the webinar, email [litter.prevention@epa.nsw.gov.au](mailto:litter.prevention@epa.nsw.gov.au).

# 4 Applicant details

## 4.1 NSW local council

|  |  |  |  |
| --- | --- | --- | --- |
| Name of council | Click to insert | | |
| ABN | Click to insert | | |
| Phone number | Click to insert | | |
| Email | Click to insert | | |
| Web address | Click to insert | | |
| Postal address | Click to insert | | |
| Suburb | Click to insert | Postcode | Click to insert |
| State Electorate | Click to insert | | |

## Project manager (primary contact for council grant application)

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager name | Click to insert | | |
| Organisation | Click to insert | | |
| Position title | Click to insert | | |
| Phone number | Click to insert | Mobile | Click to insert |
| Email | Click to insert | | |
| Postal address | Click to insert | | |
| Suburb | Click to insert | Postcode | Click to insert |

4.3 Administrator (if applicable)

If same as Project Manager, leave blank

|  |  |  |  |
| --- | --- | --- | --- |
| Administrator name | Click to insert | | |
| Organisation | Click to insert | | |
| Position title | Click to insert | | |
| Phone number | Click to insert | Mobile | Click to insert |
| Email | Click to insert | | |
| Postal address | Click to insert | | |
| Suburb | Click to insert | Postcode | Click to insert |

# Project overview

|  |  |
| --- | --- |
| Project name | Click to insert your project name |

## Project reasoning

Describe how the information collected with your *Local Litter Check*(s), and any other research or data, underpins your project proposal. What has the research found? What is the litter problem? Where is the problem? Does your project respond to the NSW litter priorities listed in the guidelines?

|  |
| --- |
| Click here to add text (max 250 words) |

## Project target audience(s)

Describe the key target audience(s) for your project site(s) and the identified litter type(s). For example: day trippers, park users, businesses, commuters. Whose behaviour do you want to change? How does your research support targeting the audience(s)?

|  |
| --- |
| Click to insert target audiences (max 250 words) |

## Project description

Provide a brief description of your project and how it will tackle the litter problem you have identified. What are you going to do to address the problem?

|  |
| --- |
| Click to insert project description (max 250 words) |

## 5.4 Integrated approach

Describe how your project will apply an integrated approach to litter prevention across the four pillars – including elements of education and engagement, regulation and enforcement, infrastructure and clean-ups and measuring and evaluation. Your project doesn’t need to apply an equal balance of activity across the four pillars but it does needs to include elements of each.

|  |
| --- |
| **Community education and awareness:**  **Infrastructure (including clean-ups):**  **Regulation and enforcement:**  **Monitoring and evaluation:** |

# 6 Project goal and objective(s)

Your project should address the NSW Premier’s Priority to reduce litter volume by 40% by 2020, as well as local litter priorities.

The grants are offered to councils to deliver projects applying an integrated approach to litter prevention including:

* education and awareness
* infrastructure (including clean-ups)
* regulation and enforcement
* evaluation strategies.

Partnerships are essential to deliver good litter projects. Your project should demonstrate partnerships internally and/or externally.

Four integrated behaviour change strategies

Considering what you have found through the *Local Litter Check* and other research or data you have collected about littering behaviours, complete the table below to outline the objectives, targets and key performance indicators (KPIs) for your project.

Remember that objectives must be SMART (see Guidelines for more information). An example is also provided below. The number and level of detail within the objectives will depend on the findings of the *Local Litter Check* and the complexity of the project you are proposing.

Targets are deliverables within set timeframes that will aim to achieve the objectives through planned actions. Each objective must have at least one target.

Developing targets will also help identify the KPIs that measure progress towards targets and help measure success. Always consider how to measure success in achieving targets (e.g. data collection, community surveys), and include cost effectiveness.

|  |  |  |
| --- | --- | --- |
| Example | | |
| Overall objective | Target | KPIs |
| Reduce the volume of takeaway food container litter found at retail shopping strips within our local government area. | 50% reduction in the volume of takeaway food containers littered at retail shopping strips by end of project.  Decrease in Council staff time spent cleaning retail shopping strips. | * decrease in volume of takeaway food container litter measured through the *Local Litter Check* * decrease in Council clean-up time measured through staff timesheets. |

## 6.1 What are the objectives, targets and KPIs of your project across the key integrated areas?

|  |  |  |
| --- | --- | --- |
| **1. Overall Objective** | | |
| What is the overall objective of your project? | What is the target for this objective? | What will you use to measure progress and success? |
| *Example*:   * Reduce the volume of litter at Regents Park | *Example*:   * 40% reduction in litter by end of project | *Example*:   * *Local Litter Check* – pre and post project |
| **2. Education and awareness** | | |
| What is the primary education and awareness objective of your project? | What is the target for this objective? | What will you use to measure progress and success? |
| *Example*:   * Raise community awareness of the impact of littering | *Example*:   * Raise the community’s negative perception of littering behaviour by 10% over the life of the project | *Example*:   * Community surveys[[1]](#footnote-1) completed pre and post project to measure changes in attitudes over the life of the project |
| **2. Infrastructure including clean-ups** | | |
| What is the primary infrastructure objective of your project? | What is the target for this objective? | What will you use to measure progress and success? |
| *Example*:   * Improve bin amenity at Regents Park | *Example*:   * Install four new bins at Regents Park by 30 June 2018 | *Example*:   * Site audit following installation * decrease in Council clean-up time measured through staff timesheets |
| **3. Regulation and Enforcement** | | |
| What is the primary regulation and enforcement objective of your project? | What is the target for this objective? | What will you use to measure progress and success? |
| *Example*:   * Increase community perception of being fined for littering * Raise litter enforcement profile in LGA | *Example*:   * 20% increase in community awareness of litter fines by March 2019 * Increase community members registered to report littering from vehicle in LGA by 20% by the end of the project | *Example*:   * User awareness surveys pre-and-post project * Report to EPA data on registered reporters in LGA (provided by EPA) |
| **4. Partnerships (if applicable to your project)** | | |
| What is the primary partnership objective of your project? | What is the target for this objective? | What will you use to measure progress and success? |
| *Example*:   * Build collaborative partnerships with business / community groups to prevent litter | *Example*:   * Engage five new business/community groups as project partners | *Example*:   * Partnership surveys pre and post project |

# Project detail

## Grant request

**What grant amount are you applying for?** Grants of $30,000 to $100,000 (excluding GST) are available to NSW councils to deliver integrated litter prevention projects.

|  |  |
| --- | --- |
| Grant amount requested: | $ Click to insert amount you are requesting |

## Site(s) your project will target

**Please provide detail about the site(s) your project will target.** While the table below lists five sites, this **does not** reflect an expectation of the number of sites your project should target. For example applications targeting one site for a lower value grant will be considered, as will larger scale applications targeting multiple sites, as long as the strategic intent of the project is focused on a common problem-litter type or a common problem-litter site type.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address | Area size (est. m2) | Site type  *Select from list* | Describe who you believe is the litterer at this site? | Litter type(s) at this site *Select from list* | Local Litter Check complete for site? |
| Click to insert text | Click to insert text | Industrial areas  Highways and roads  Car parks  Retail strips  Transport interchanges  Residential areas  Beaches  Shopping centres  Recreational parks  Ovals/sports grounds  Other(s) – click to specify | Click to insert text | Drink containers (all materials – plastic, paper, glass, metal)  Takeaway containers (all materials – plastic, paper, glass, metal)  Plastic  Paper and paperboard (e.g. newspapers)  Metal  Cigarette butts  Glass  Other(s) – please specify | Yes. Please attach a copy of your completed *Local Litter Check* for this site.  No. Your grant application cannot be assessed without this information. |
|  |  |  |  |  |  |

Note: If your project has more than five sites, please add an attachment with information in the table for the extra sites.

## Roadside verges, car parks or waterways

If your project site(s) includes a car park, waterway or roadside verge (verges only, not roadside stops), you need to:

1. complete a risk and safety plan for each associated site (to be lodged only if your grant application is successful)
2. confirm adequate insurance to cover the project, staff or volunteers
3. if the council is not the owner, notify the landowner and obtain written evidence of their support.

|  |  |
| --- | --- |
| Will your project site(s) include a car park, waterway or roadside verge (verges only, not roadside stops)? | Yes – complete the following section. Please copy and complete table for each car park, waterway site or roadside verge.  No – please skip section below and go to next section (Project timings). |

|  |  |
| --- | --- |
| Site address | Click here to add text |
| Site type | car park  waterway  roadside verge |
| Name of car park, waterway or roadside verge owner | Click here to add text |
| **If your application is successful, will you complete a risk and safety plan for this site?** Your risk and safety plan must identify all potential health and safety risks, how you will mitigate those risks and how you will ensure the safety of those participating in your project. | Yes.  No. The grant contract will not be executed with the EPA. |
| **Have you notified the site owner and have obtained evidence of their support for your project?** You need to provide evidence that you have notified the owner of the site and their acknowledgment (attach letter, email or fax). | Yes. Please attach evidence you have notified the site owner and have their support.  No. Your grant application cannot be assessed without this information. |
| Does the site owner hold adequate insurance to cover the project and any staff or volunteers? | Yes.  No. Your grant application cannot be assessed without this confirmation. |

Note: If you have more than one project that includes a roadside verge, car park or waterway, please add an attachment with information in the table for the extra sites.

## Project timings

**Briefly describe the key activities of your project per month**. These timing do not need to be final but rather provide an estimated schedule of your project delivery.

| Month | Activity |
| --- | --- |
| February 2018 | Project can commence from 1 February |
| March 2018 | Click to describe (max 30 words) |
| April 2018 | Click to describe (max 30 words) |
| May 2018 | Click to describe (max 30 words) |
| June 2018 | Click to describe (max 30 words) |
| July 2018 | Click to describe (max 30 words) |
| August 2018 | Click to describe (max 30 words) |
| September 2018 | Click to describe (max 30 words) |
| October 2018 | Click to describe (max 30 words) |
| November 2018 | Click to describe (max 30 words) |
| December 2018 | Click to describe (max 30 words) |
| January 2019 | Click to describe (max 30 words) |
| February 2019 | Click to describe (max 30 words) |
| March 2019 | Project completed and final report and case study submitted 1 March 2019 |

## Partnerships

|  |  |  |  |
| --- | --- | --- | --- |
| Will other organisations participate in this project? | | Yes  No | |
| **Name of partner organisation/individual** | **Partner contact details** | | **Description of partnership** |
| Click here to insert text | Click here to insert text | | Click here to insert text |
| Click here to insert text | Click here to insert text | | Click here to insert text |
| Click here to insert text | Click here to insert text | | Click here to insert text |
| Click here to insert text | Click here to insert text | | Click here to insert text |

## Existing prevention measures

Please provide detail about your council’s litter prevention measures and how your proposed project differs from current or previous litter prevention activities, or is an extension of the council’s litter projects and/or how will it complement them?

|  |
| --- |
| Click here to add text |

# Project finance

The purpose of this table is to enable you to provide a detailed breakdown of project funding. This table should include actual dollar costs only (excluding GST).

If you will be providing additional funding to supplement any grant provided by the NSW EPA for this project, provide details under ‘A. Income’ as well as specifying the amount you are seeking from the NSW EPA (between $30,000 and $100,000 excluding GST).

## 8.1 A. Income ($ funds)

|  |  |
| --- | --- |
| Amount requested from the EPA in this application | $Click to add amount |
| Other NSW Government funding | $Click to add amount |
| Local government funding | $Click to add amount |
| Australian Government funding | $Click to add amount |
| Funds from community organisations | $Click to add amount |
| Funds from business contributions | $Click to add amount |
| Funds from philanthropic contributions | $Click to add amount |
| Other (please specify) | $Click to add amount |
| **Total income** | $Click to add amount |

## 8.2 B. Estimated breakdown of in-kind contributions from all parties (non-monetary contributions)

|  |  |  |
| --- | --- | --- |
| **Project line item** | **Organisation providing in-kind contribution** | **Total in-kind contribution** |
| Click here to add text | Click here to add text | $Click to add amount |
| Click here to add text | Click here to add text | $Click to add amount |
| Click here to add text | Click here to add text | $Click to add amount |
| Click here to add text | Click here to add text | $Click to add amount |
| **Total:** | | $Click to add amount |

Have you applied to another organisation for funding for this project? Yes/No (delete which does not apply).

If ‘yes’, please describe the likely impact on the nature or scale of your project if that application is unsuccessful, in 500 words or less.

|  |
| --- |
| Click here to add text |

## 8.3 Total project value

|  |  |
| --- | --- |
| **Total project value (A + B) =** | $Click to add amount |

## Proposed expenditure of total project monies

|  |  |
| --- | --- |
| Expenditure. Do not include GST. Do not include in-kind contributions. | |
| Project staff costs | |
| * Salaries (50% max) | $Click to add amount |
| * Salary on-costs | $Click to add amount |
| Communication and education costs | |
| * Printing | $Click to add amount |
| * Media placement | $Click to add amount |
| * Additional creative material development (e.g. additional photos, layout) | $Click to add amount |
| * Other (please specify) | $Click to add amount |
| Enforcement and regulation costs | |
| * Training | $Click to add amount |
| * Materials | $Click to add amount |
| * Other (please specify) | $Click to add amount |
| Infrastructure and clean up costs | |
| * Materials and equipment | $Click to add amount |
| * Clean-up and disposal | $Click to add amount |
| * Other (please specify) | $Click to add amount |
| Evaluation and monitoring costs | $Click to add amount |
| Travel/accommodation costs | $Click to add amount |
| Venue/meeting costs | $Click to add amount |
| Other costs (please specify) | $Click to add amount |
| Total expenditure | **$**Click to add amount |

## 8.5 Monitoring and reporting milestones

**If your application is successful, grant funding will be provided in three instalments**.

* initial payment will be paid at the commencement of the project
* second payment will be paid during the project delivery following a site inspection from the EPA.
* final payment of 10% of the total of the grant will be retained until the final report is provided.

Use the table below to suggest the month you would prefer to receive the second milestone payment.

| Milestone Payment | Payment timeframe |
| --- | --- |
| 50% first milestone payment | February 2018 |
| 40% second milestone payment | Following EPA site visit. |
| 10% final milestone payment | March 2019 – once final reports and case studies are submitted |

# **Supporting information**

9.1 Conflict of interest

**Please declare any actual, potential or perceived conflict of interest that you are aware of**. This can relate to land ownership, salary and/or contractor payments.

Failure to declare a conflict of interest may be a breach of the Grant Agreement and may affect the EPA’s grant funding for the project.

|  |
| --- |
| Click here to add text |

## Attachments

**Please identify any supporting documents to be submitted with your application**. For example *Local Litter Check(s)* and photographs of sites.

|  |  |
| --- | --- |
| Attachment 1 | Click to insert attachment name |
| Attachment 2 | Click to insert attachment name |
| Attachment 3 | Click to insert attachment name |
| Attachment 4 | Click to insert attachment name |

## Authorisations

Obtain sign-off from your General Manager and relevant Program Director who can attest to the accuracy of the information in the application.

### General Manager/Chief Executive Officer

|  |  |
| --- | --- |
| Organisation | Click here to insert text |
| Name | Click here to insert text |
| Position | Click here to insert text |
| Date | Click here to insert text |
| Signature | Click here to insert signature block |

### Program Director (or equivalent)

|  |  |
| --- | --- |
| Organisation | Click here to insert text |
| Name | Click here to insert text |
| Position | Click here to insert text |
| Date | Click here to insert text |
| Signature | Click here to insert signature block |

1. EPA can provide user surveys that can be adapted to suit your project evaluation needs. [↑](#footnote-ref-1)