

# **Combating Illegal Dumping: Clean-up and Prevention Program grants round 5**

## **Information for applicants**

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**Report pollution and environmental incidents**

Environment Line: 131 555 (NSW only) or [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)  
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## Expressions of interest

The NSW Environment Protection Authority (EPA) is seeking expressions of interest (EOIs) from local councils, public land managers and community groups for projects that identify local illegal dumping sites and implement prevention and clean-up action to combat illegal dumping under the NSW Illegal Dumping Strategy 2017–21.

This is the fifth of eight funding rounds under the Combating Illegal Dumping: Clean-up and Prevention Program. Round 5 will favourably consider projects that focus on an integrated approach to prevent illegal dumping in their area and reduce illegal dumping by 30% at dumping hotspots (in line with the 'Setting our goals' section of the NSW Illegal Dumping Strategy 2017–21).

The funding allocation for grants will be contingent on the final number of projects funded. Total funding of \$500,000 is available for round 5.

The following three funding options are available for round 5.

<b>Funding option 1</b>	Illegal dumping clean-up and prevention grant	\$50,000–120,000	This funding option is available to local councils and public land managers for projects that focus on an integrated approach to prevent illegal dumping in their area and reduce illegal dumping by 30% at dumping hotspots. Applicants must demonstrate illegal dumping baseline data to be eligible for funding.
<b>Funding option 2</b>	Illegal dumping establishing baseline data grant	Up to \$20,000	This funding is available to local councils and land managers for capturing illegal dumping baseline data and identifying illegal dumping trends.
<b>Funding option 3</b>	Illegal dumping clean-up and prevention community partnerships grant	Up to \$50,000	This funding option is available to community groups who partner with their local councils to clean up illegally dumped waste, including installing and implementing prevention measures.

## Before you start

Putting together a strong application takes time and planning.

Before applicants begin their EOI, they should read through this document to check:

- eligibility requirements
- selection criteria
- application closing dates.

The *Crackdown on illegal dumping: Handbook for local government* is a great resource that can help public land managers and their partners develop and maintain their illegal dumping prevention projects.

- View the document at [www.epa.nsw.gov.au/resources/illegaldumping/080045-illegal-dumping.pdf](http://www.epa.nsw.gov.au/resources/illegaldumping/080045-illegal-dumping.pdf)

The EPA's *Report Illegal Dumping brand guidelines* are freely available to help you develop signage and other educational and promotional material during your project.

- To access the branding visit [www.epa.nsw.gov.au/resources/illegaldumping/RID-style-guide-1407.pdf](http://www.epa.nsw.gov.au/resources/illegaldumping/RID-style-guide-1407.pdf)

The EPA has recently published social research on what motivates illegal dumping. This resource can help inform education and behaviour change components of your project.

- View the research at [www.epa.nsw.gov.au/illegaldumping/research.htm](http://www.epa.nsw.gov.au/illegaldumping/research.htm)

Need advice? The Illegal Dumping Unit can advise on these guidelines and the types of activities funded by grants. To contact unit staff between 9 am and 5 pm (Monday to Friday):

- phone: 02 9995 5000
- email: [illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au)

## Funding option 1: Illegal dumping clean-up and prevention grant

### Selection criteria

Expressions of interest will be assessed on the following criteria:

- the extent of illegal dumping in the proposed project area
- relative priority of illegal dumping issues identified
- proposed actions to target illegal dumping during the project, including how these actions will be integrated
- details about project partners (the selection process favours written support from project partners)
- details about how the project relates to any illegal dumping strategies or other similar projects the applicant has in place
- demonstrate that previous illegal dumping clean-up and prevention grants have been managed effectively or, where previous grants have performed poorly, explain how your organisation's performance will be improved
- details of how applicants will evaluate the project to determine the effectiveness of project measures
- budget breakdown (when addressing these criteria, please consider the 'Payment schedule' section below)
- in-kind contributions, which are considered favourably.

### Eligibility

Funding is available for local councils and public land managers.

### Grant funding criteria

- Funding of \$50,000–120,000 is available for projects that run for up to one year.
- Projects must include prevention measures to reduce the illegal dumping problem. The selection process favours projects that demonstrate an integrated approach to preventing and targeting illegal dumping to reach a 30% reduction in illegal dumping.
- Partnerships are strongly encouraged. Joint applications (accompanied by supporting letters from project partners) will be favourably considered.
- Applicants must provide baseline data of the illegal dumping problem within their jurisdiction (for example, within a local government area if the applicant is a local council). If this information does not exist, please see 'Funding option 2: Illegal dumping establishing baseline data'.
- Salaries will not be fully funded. The program will fund up to 30% of salary costs associated with the project (including remuneration), and salary (including remuneration) shall comprise not more than 30% of expenditure. Contractors are not included in the salary cap.
- Expenditure on clean-up and disposal must not exceed 50% of total grant funding.

- Applicants who received funding under round 1, 2, 3 or 4 of Combating Illegal Dumping: Clean-up and Prevention Program grants must not exceed 30% of their total round 5 grant funding expenditure on clean-up and disposal.
- The EOI for projects not administered by a local council or land manager must be accompanied by a letter of support from each land manager whose land is involved in the project. The letter must outline the land manager's roles, responsibilities and commitment to meeting the project schedule.
- The applicant must demonstrate that project activities will commence within three months from the project start date.
- Successful applicants must regularly engage with the EPA and report on agreed milestones.
- Successful applicants must liaise with the EPA in relation to media or other promotion of the project, and must acknowledge the funding contribution made by the EPA through its Waste Less, Recycle More initiative.
- State-wide educational approaches enable consistent messaging to the community and achieve economies of scale. For projects funded by the Combating Illegal Dumping: Clean-up and Prevention Program, publicity materials produced (such as brochures, signage and advertising) must be in line with EPA-developed Report Illegal Dumping (RID) branding and style guides.
- Successful applicants must use the EPA RIDonline database as part of their project. Successful applicants must log 12 months of illegal dumping data in RIDonline including all data relating to project activities. Successful applicants must ensure that data is up to date in RIDonline every three months.

Applicants who received funding in round 2, 3 or 4 and failed to log sufficient illegal dumping data in RIDonline will not be eligible for further grant funding, unless otherwise determined by the EPA.

## Assessing applications

Applications will be assessed by a technical review committee. The committee, in consultation with the applicant, can assess potential performance based on an applicant's ability to meet selection criteria.

## Application process

Please use the *Funding option 1: Illegal dumping clean-up and prevention grant application form* to complete your EOI.

EOIs are due by **5 pm 3 November 2017**.

EOIs and supporting documents should be submitted to:

[illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au) with '**EOI - Illegal dumping clean-up and prevention grant**' in the subject heading.

Email applications are preferred, however, applications may also be submitted by post to:

Environment Protection Authority  
Attention: Illegal Dumping Unit Head  
Level 13, 10 Valentine Avenue  
Parramatta, NSW, 2150  
Fax: (02) 9995 6900

## Successful applicants

The EPA will endeavour to notify successful applicants within two months of the closing date.

Successful applicants will be required to submit the following information before commencing the project:

- a project plan in the stipulated format
- a signed funding agreement
- an invoice made out to the EPA for the first milestone payment.

During and after the grant, successful applicants will also be required to submit:

1. a progress report, a financial report and an invoice for the second milestone payment, at the time stipulated in the grant agreement and on a template provided by the EPA
2. a final report, final financial report and an invoice for the third milestone payment at the time stipulated in the grant agreement and on a template provided by the EPA.

## Payment schedule

Payment of grant funding will occur in three parts:

- Payment 1: 60% of grant funds will be paid upon submission of a satisfactory project plan, signed funding agreement and submission of an invoice.
- Payment 2: 30% of grant funds will be paid upon the satisfactory submission of a progress and financial report.
- Payment 3: 10% of grant funds will be paid on the satisfactory submission of the final project and final financial report.

## Funding option 2: Illegal dumping establishing baseline data grant

Part of the funding available under round 5 of the Combating Illegal Dumping: Clean-up and Prevention Program will be allocated to fund projects to establish illegal dumping baseline data.

### Selection criteria

Local councils and public land managers seeking grant funding for establishing illegal dumping baseline data are invited to submit an expression of interest for funding up to \$20,000. The EOI should include:

- details of the extent of knowledge about the illegal dumping problem
- barriers to establishing baseline data
- a project plan, including:
  - the project area
  - the project schedule
  - data collection methodology
  - project partners
  - budget allocation
- details of proposed actions once baseline data has been established.

### Eligibility

Funding is available for local councils and public land managers.

### Grant funding criteria

- Funding up to \$20,000 is available for local councils and public land managers to establish illegal dumping baseline data and develop an illegal dumping prevention strategy based on analysis of the data collected.
- Data collection is to run for 12 months and must target an entire jurisdiction (for example, a local government area if the applicant is a local council).
- For projects not administered by a local council or land manager, applicants must provide a letter of support from each land manager whose land is involved in the project. The letter must outline the land managers' roles, responsibilities and commitment to meeting the project schedule.
- Successful applicants must use the EPA RIDonline database in their project design for recording illegal dumping data. The EPA will offer training to successful applicants in using the database and its capabilities.
- Successful applicants must regularly engage with the EPA and report on agreed milestones.
- Successful applicants must liaise with the EPA on media or other promotion of the project, and acknowledge the funding contribution made by the EPA through its Waste Less, Recycle More initiative.
- State-wide educational approaches enable consistent messaging to the community and achieve economies of scale. For projects funded by the Combating Illegal Dumping:

Clean-up and Prevention Program, publicity materials produced (such as brochures, signage and advertising) must be in line with EPA-developed Report Illegal Dumping branding and style guides.

- Projects may include implementing prevention measures that assist data capture (for example, installing signage for reporting illegal dumping.)

## Assessing applications

Applications will be assessed by a technical review committee. The committee, in consultation with the applicant, can assess potential performance based on an applicant's ability to meet selection criteria.

## Application process

Please use the *Funding option 2: Illegal dumping establishing baseline data grant application form* to complete the EOI.

EOIs are due by **5 pm 3 November 2017**.

The EOI and any supporting documents should be submitted to:

[illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au) with '**EOI - illegal dumping - establishing baseline data**' in the subject heading.

Email applications are preferred, however, applications may also be submitted by post to:

Environment Protection Authority  
Attention: Illegal Dumping Unit Head  
Level 13, 10 Valentine Avenue  
Parramatta, NSW, 2150  
Fax: (02) 9995 6900

## Successful applicants

The EPA will endeavour to notify successful applicants within one month of the closing date for EOI applications.

Prior to the commencement of projects successful applicants will be required to submit:

- a project plan
- a signed funding agreement
- an invoice made out to the EPA.

Successful applicants will also be required to submit a final report and financial report at the end of the project in the stipulated form and manner. The final report must include an illegal dumping prevention strategy.

## Payment schedule

Grant funding will be paid once the funding agreement has been signed and submitted to the EPA.

## Funding option 3: Illegal dumping clean-up and prevention community partnerships grant

Some round 5 funding under the Combating Illegal Dumping: Clean-up and Prevention Program will be allocated to fund projects whereby community groups and public land managers work in partnership to clean-up and prevent illegal dumping.

### Selection criteria

Expressions of interest will be assessed on the following criteria:

- the extent of illegal dumping in the proposed project area; you must submit photos to support this criterion
- priority illegal dumping issues identified
- proposed actions to target illegal dumping during the project, including how these actions will be integrated to support each other
- project partnerships and written support expressed by land managers
- the project's relevance to reducing illegal dumping through community initiatives and partnerships
- demonstrate that previous illegal dumping clean-up and prevention grants have been managed effectively or, where previous grants have performed poorly, explain how your organisation's performance will be improved
- details of how the project will be evaluated to determine the effectiveness of its measures
- budget breakdown.

### Eligibility

Funding is available for community groups who partner with their local council or a relevant public land manager.

### Grant funding criteria

- Funding up to \$50,000 is available for projects that run for up to one year.
- Projects areas must be located on publicly-managed land.
- Projects must include the clean-up of illegally dumped material, and implement prevention measures to reduce the illegal dumping problem. The selection process favours projects that demonstrate an integrated approach in preventing and targeting illegal dumping to reach a 30% reduction in illegal dumping.
- Projects will not be funded for the clean-up of small litter items (such as cigarette butts, cigarette packets, food containers, plastic bottles or confectionary wrappers). For information about littering grants, see: [www.epa.nsw.gov.au/wastegrants/litter-prevention.htm](http://www.epa.nsw.gov.au/wastegrants/litter-prevention.htm)
- Community groups must partner with their local council or the land manager who manages the project area.
- A letter of support from each project partner is required, and should outline the project partner's responsibilities and commitment to meeting the project schedule.

- Applicants must be able to provide details about the extent of illegal dumping occurring within the project area. This should include a map of the project area, which indicates current dumping locations, and an estimate of the amount and type of waste to be cleaned up.
- Salaries will not be fully funded. The program will fund up to 30% of salary costs associated with the project (including remuneration), and salary (including remuneration) shall comprise not more than 30% of expenditure. Contractors are not included in the salary cap.
- The applicant must demonstrate that project activities will commence within three months from the project start date.
- Successful applicants must regularly engage with the EPA and report on agreed milestones.
- Successful applicants must liaise with the EPA in relation to media or other promotion of the project, and will be requested to acknowledge this funding contribution made by the EPA through its Waste Less, Recycle More initiative.
- State-wide educational approaches enable consistent messaging to the community and achieve economies of scale. For projects funded by the Combating Illegal Dumping: Clean-up and Prevention Program, publicity materials produced (such as brochures, signage and advertising) must be in line with EPA-developed Report Illegal Dumping branding and style guides.
- Successful applicants must use the EPA RIDonline database as part of their project. They are required to log 12 months of illegal dumping data in RIDonline including all data relating to project activities. Successful applicants must ensure that data is up to date in RIDonline every three months.
- Applicants who received funding in rounds 2, 3 or 4 and failed to log sufficient illegal dumping data in RIDonline will not be eligible for further grant funding, as determined by the EPA.
- The EPA will offer training to successful applicants in how to use the RIDonline database.

## Assessing applications

Applications will be assessed by a review panel. The panel is entitled to assess potential performance based on the selection criteria, in consultation with the applicant.

## Application process

Please use the *Funding option 3: Illegal dumping clean-up and prevention community partnerships application form* to complete your EOI.

Expressions of interest are due by **5 pm 3 November 2017**. EOIs and supporting documents should be submitted to: [illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au) with: **'EOI-illegal dumping- clean-up and prevention community partnerships grant'** in the subject heading.

Email applications are preferred, however, applications may also be submitted via post to:

Environment Protection Authority  
Attention: Illegal Dumping Unit Head  
Level 13, 10 Valentine Avenue  
Parramatta, NSW, 2150  
Fax: (02) 9995 6900

## Successful applicants

The EPA will endeavour to notify successful applicants within one month of the closing date for EOI applications.

Successful applicants will be required to submit the following information prior to the commencement of the project:

- a project plan
- a signed funding agreement
- an invoice made out to the EPA for the first milestone payment.

During and after the grant, successful applicants will also be required to submit:

1. a progress report, financial report and an invoice for the second milestone payment at the time stipulated in the grant agreement and on a template provided by the EPA
2. a final report, final financial report and an invoice for the third milestone payment at the time stipulated in the grant agreement and on a template provided by the EPA.

## Payment schedule

For grants under \$20,000, payment will be made in full after the submission of a satisfactory project plan, funding agreement and invoice.

Payment of grant funding will occur in three parts:

- Payment 1: 60% of grant funds will be paid upon the submission of a satisfactory project plan, signed funding agreement and submission of an invoice.
- Payment 2: 30% of grant funds will be paid upon the satisfactory submission of a progress report, financial report and submission of an invoice.
- Payment 3: 10% of grant funds will be paid on the satisfactory submission of the final project, final financial report and submission of an invoice.