Litter-Regional Implementation Program

Stage 4 Grant Guidelines and Application Forms

 [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)

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Overview

Stage 4 Litter-Regional Implementation Program (**L-RIP**) grants offer $1 million to Regional Waste Groups (**RWG**s) to implement regional litter projects.

These guidelines will assist RWGs to submit applications for Stage 4 Litter-Regional Implementation (L-RIP) funding.

Stage 4 provides grant funding for **two streams**:

**On-Ground Projects** – that deliver on-ground litter reduction and prevention, applying the integrated approach – education, infrastructure, enforcement and monitoring and evaluation.

**Own It and Act Projects** –that help embed litter prevention in your organisation. More detail on the Own It and Act model is provided separately in the Section 2: Background and Supporting Information document.

RWGs must submit the following documents to the EPA to apply for Stage 4 L-RIP grant funding:

* **Organisational Status Checklist**
* **Litter Implementation Plan 2019-20** – On-Ground projects only
* **Own It and Act Project Plans** – Own It and Act projects only
* **Regional Litter Plans**

These template documents are included in **Section 1**.

Applications are due to the EPA by **21 December 2018 at 5pm** and must be submitted by email to litter.prevention@epa.nsw.gov.au.

About L-RIP Stage 4 funding

How much funding is available?

Stage 4 L-RIP has $1,000,000 available to RWGs to start regional litter projects in 2019-2020.

The funding will be 100% contestable.

A maximum of $150,000 in stage 4 funding is available to each RWG. This includes:

* $85,000 (maximum) for On-Ground projects – stream 1; and
* $75,000 (maximum) for Own It and Act projects – stream 2.

What projects will be funded?

RWGs can apply for both On-Ground and Own It and Act projects.

* There is no limit to how many projects each RWG can apply for, as long as the total amount requested is under the $150,000 funding limit.
* There may be opportunities to combine On-Ground and Own It and Act projects – essentially leveraging off an On-Ground project to deliver an Own It and Act project.
* RWGs need to rank each project according to priority in their application summary in **Section 1**.
* On-Ground projects not identified in Regional Litter Plans will not be funded.

Selecting what projects to apply for

The Organisational Status Checklist (**Section 1**) helps identify your organisational strengths and weaknesses in relation to institutionalising litter prevention. It is designed to help guide the selection of projects.

Use the Checklist to determine:

If your organisation should complete an Own It and Act project; and

What type of Own It and Act project is worthwhile delivering for your organisation.

The Litter Prevention Unit is available to provide advice on selection of projects:

Please contact Rupert Saville, Senior Project Officer at Rupert.saville@epa.nsw.gov.au or 0410 565 564.

**Note**: In cases where RWGs are delivering projects on behalf of councils, the Organisational Status Checklist should be completed by the relevant council from their organisation’s perspective – further details are outlined in **Section 1.**

Stream 1: On-Ground project

All applications for On-Ground projects must submit a **Litter Implementation Plan.** This plan must apply an integrated approach to litter prevention for each project. An integrated approach includes projects that have actions across the four pillars of litter prevention – see Background and Supporting Information Document Page 10.

The use of the EPA’s ‘Don’t be a Tosser!’ litter campaign materials must be used to educate and guide the community on the social, environmental and economic impacts of litter. These can be found at <https://litterlibrary.epa.nsw.gov.au/>.

The EPA’s Local Litter Check must be used to provide baseline and end-of-project litter data. This is now available online at: <https://litterchecks.epa.nsw.gov.au/LocalLitterChecks/s/login/>.

What won’t be funded for On-Ground projects?

The following will not be funded:

* Salary costs greater than 50% of grant amount. Salary costs can include project management for project delivery.
* Project management costs greater than 10% of the total grant amount.
* Public place recycling bays.
* Maintenance and servicing of new or existing bins.
* Play equipment, new paths, public amenity upgrades such as BBQs or shelters - (excluding litter and butt bins), landscaping, unless the project can demonstrate that it directly prevents litter or engages the community in litter prevention.

Selection Criteria

Projects will be considered and prioritised on the following:

* The extent the project reflects the four **pillars of litter reduction**
* The level of **evidence-based litter reduction and prevention activities** within a project that will result in a reduction of litter within their region
* The **capacity of the RWG to deliver** the projects in the timeframes required
* The **value for money** offered in delivering the project outcomes
* The extent of **in-kind and/or partner contributions**. In kind contribution from the RWG and/or individual councils will be looked on favourably when assessing Litter Implementation Plans for funding as it’s considered a demonstration of commitment
* The extent the project **builds capacity to act** – providing council employees, land managers and/or community organisations with the knowledge and skills to implement effective solutions
* The extent the project has identified the ways in which it will contribute to on-ground **reduction in litter and littering behaviour** and targets priority litter items/sites NSW. See Background and Supporting Information Document Page 15 for priority sites and materials.

Stream 2: Own It and Act project

The EPA has developed the ‘Own It and Act’ model to help institutionalise litter prevention by supporting RWGs and councils to take ownership of, and act on, litter prevention.

Further details on this model are provided in Section 2 of the Background and Supporting Information Document.

To help RWGs and councils to progress this model, Stage 4 grant funding will enable RWGs to run projects that support the Own It and Act approach.

Funded projects should fill organisational gaps, or build on strengths, in relation to the Own It and Act “enablers”. These are:

Leadership – setting a clear vision and an ambitious target.

Process – knowing what to do, where to find information, and who to work with

Commitment – answering the questions – why undertake litter prevention, what’s in it for me?

Permission – This can come through including litter prevention in a project plan, in a position description, or in a budget.

RWGs applying for Own It and Act project funding, must demonstrate how the proposed project will build these enablers. The project may focus on developing one or multiple enablers.

While it is anticipated that RWGs will complete projects that help build councils’ organisational capacity, RWGs may choose to focus on building their own organisational capacity.

Examples of Own It and Act projects that may be funded

Listed below are examples of projects that support the Own It and Act model. This list is not exhaustive, and there is no strict limit to what projects will be funded, as long as applicants demonstrate clearly how the project will progress the Own It and Act model.

* **Litter prevention business case**
	+ Develop a business case for undertaking litter prevention that answers the bottom line needs of your organisation - including a cost/benefit analysis.
* **Cost of litter study**
	+ Undertake a study to find out how much litter prevention and clean-up is costing your organisation – this may be done as a standalone study or as a prelude to a business case.
* **Baseline data study, e.g. community surveys, litter assessments**
	+ Undertake baseline data to help understand the problem. This may be done to build leadership, set targets or help build a business case.
* **Strategic Planning**
	+ Funding may be provided to build on or extend existing regional waste plans.
* **Operational procedures/guidelines**
	+ Including development of best practice, contacts, and organisational charts for implementing litter prevention initiatives etc.

* **Resourcing guidelines**
	+ Develop guidelines for resourcing litter prevention in your organisation, including on-ground data collection and identification of functions across departments and in-field officers.
* **Code of conduct**
	+ Develop an organisational code of conduct for litter prevention, including staff consultation sessions.
* **Position descriptions**
	+ Develop a template for litter resource positions and job descriptions.
* **Litter data systems development**
	+ Data collection and tracking system development.
* **Training and support to build staff and community interest in litter prevention**
	+ Run workshops, consultations, develop training materials.
* **Community strategic plan (CSP)**

Develop strategies to include litter prevention in the council’s CSP.

Examples of Own It and Act projects that won’t be funded

The following will not be funded:

* Salary costs of greater than 50% of grant amount
* Salary costs for on-ground litter prevention or project delivery other than own-it and act
* Projects that do not support the Own It and Act model.

Given the nature of Own It and Act projects, the use of consultants is justified, and, within reason, there is no specific limit on how much grant funding can be allocated.

EPA Own it and Act workshop outcomes

In September 2018 the EPA Litter Prevention Unit held a series of workshops to explain the Own It and Act model and seek feedback on applicable projects. The previous examples are based on input from these workshops. A follow-up survey of workshop attendees indicates an interest in RWGs applying for stage 4 funding for these projects.



EPA Support for business case development

Given the significant interest in developing a litter prevention business case, the EPA will work with RWGs and councils to develop a standardise business case. This will ensure a common and more efficient approach to business case development across councils and regions. More detail will be available soon.

Selection criteria

Projects will be considered and prioritised on the following:

* Clear demonstration of how the project **addresses the outcomes of the organisational status checklist**.
* The extent the project has identified the ways in which it will contribute to embedding **litter prevention in the organisation**.
* The **capacity of the RWG to deliver** the projects in the timeframes required.
* The **value for money** offered in delivering the project.
* The extent of **in-kind and/or partner contributions**. In kind contribution from the RWG and/or individual councils will be looked on favourably when assessing applications for funding as it’s considered a demonstration of commitment
* The extent the project **builds capacity to act** – providing council employees, land managers and/or community organisations with the knowledge and skills to implement effective solutions.

Submission process

RWGs applying for Stage 4 funding will need to complete the relevant application forms in **section 1**., They must be submitted to litter.prevention@epa.nsw.gov.au by 21 December 2018. These forms include:

1. Organisational status checklist

This must be submitted for all funding applications, even those not applying for Own It and Act project funding.

If completing projects on behalf of councils, these must be completed by councils and signed off as part of the overall application.

2. Litter implementation plan 2019-20

RWGs applying for **On-Ground project** funding will need to complete the Litter Implementation Plan 2019-20.

3. Own It and Act Plan 2019-20

RWGs applying for **Own It and Act project** funding will need to complete the Own It and Act Plan 2019-20.

4. Regional Litter Plan

The Regional Litter Plan must be submitted to the EPA if an RWG wishes to apply for Stage 4 L-RIP grant funding.

At this stage, it is not anticipated that many RWGs will make significant changes to their current regional litter plan given they were developed in 2016 and have a 3 - 5 year life.

Where an RWG intends to make significant changes to prevention targets and objectives of a regional litter plan, they will need approval from the EPA.

For RWGs seeking to update their regional litter plans, guidance is included in the Background and Supporting Information Document. The is based on information provided to RWGs in 2015 and 2016 when the regional litter plans were originally developed.

EPA support

The Litter Prevention Unit (LPU) is available to provide support through the application process prior to final submissions. Please contact litter.prevention@epa.nsw.gov.au or Rupert Saville, Senior Project Officer through:

Rupert.saville@epa.nsw.gov.au or 0410 565 564.

Timeline for Stage 4

**30 November 2018** Distribution of guidelines and resources to RWGs

**21 December 2018** Applications due to EPA

**28 February 2019** Grants funding announced

**28 February 2019** Implementation begins

**15 April 2020** Report submission and finalisation of Stage 4 projects

Section 1:

L-RIP Application Form

* Application summary
* Status checklist
* Own it and Act plan
* Litter implementation plan

Application summary:

Stage 4 L-RIP grant funding

Organisation:

*Example provided in table below*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project priority |  |  | Project name | Funding stream | Delivery timeframe | L-RIP funding requested |
| *1* |  |  | *Park Clean-up* | *On-Ground* | *12 months* | *$50,000* |
| *2* |  |  | *Business Case* | *Own It and Act* | *6 months* | *$30,000* |
| *3* |  |  | *Code of Conduct* | *Own It and Act* | *3 months* | *$5,000* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Total L-RIP Stage 4 funding requested** | **$85,000** |

Organisation status checklist

How you and your organisation apply the Own It and Act framework may differ depending on current involvement and experience with litter prevention. It is helpful to first undertake a status check of your progress towards integrated litter prevention practice.

Who should complete this checklist?

All RWGs need to submit the checklist as part of their application. This must be completed even if not applying for Own It and Act projects.[[1]](#footnote-2)

**In cases where RWGs are delivering projects on behalf of councils, the checklist should be completed by each participating council from their organisational perspective.**

Alternatively, RWGs may choose to complete a project to build their organisational capacity in litter prevention. In this case, the checklist should be completed by the RWG from their organisational perspective.

Ownership as a foundation

Where does litter prevention sit within your organisation? Who has ownership of delivering on litter prevention?

Note: It is possible that litter prevention may not have a “home” in your organisation.

|  |
| --- |
|       |

Checklist

Please tick the check boxes that are true from your organisation’s perspective. It may be worthwhile reviewing the Own It and Act model summary provided separately in the Section 2: Background and Supporting Information Document before completing the checklist.

#### Me:

##### Commitment

[ ]  I am committed to integrated litter prevention practice

[ ]  I practise litter prevention in my life outside of work

[ ]  I demonstrate zero tolerance of littering

#### My organisation:

##### Leadership

[ ]  My organisation has litter prevention included in a strategic or corporate plan

[ ]  My organisation has an established litter prevention commitment and/or target

[ ]  Someone is accountable for delivering this commitment and/or target

[ ]  Leaders communicate a shared vision of litter prevention

[ ]  Leaders are engaged and committed to litter prevention

[ ]  Leaders understand the litter prevention challenge

##### Commitment

[ ]  My organisation understands the importance of litter prevention to the organisation

[ ]  There is an established baseline of litter data and community sentiments (surveys)

[ ]  The cost of litter to my organisation is known

[ ]  There is a business case for litter prevention

[ ]  Multiple departments are involved in and committed to litter prevention

##### Process

[ ]  My organisation understands how to deliver effective and coordinated litter prevention strategies

[ ]  My organisation has developed protocols and staff capacity to deliver effective litter prevention strategies

[ ]  Staff know who to talk to regarding litter prevention

[ ]  Litter prevention roles are included in related duty statements

[ ]  Staff know how to implement litter prevention plans

##### Permission

[ ]  My organisation has an officer, position or unit responsible for litter prevention

[ ]  My organisation allocates resources (budget, staff and materials) to litter prevention

[ ]  There is a clear career path for those involved with litter prevention

[ ]  Training and support exists for building litter prevention capacity across the organisation

[ ]  Support and tools for litter prevention are readily available

[ ]  There is a track record of on-ground delivery of successful litter prevention

[ ]  Litter prevention successes are celebrated

#### My Networks:

##### Commitment

[ ]  Understand the importance of litter prevention to the organisation

[ ]  Are engaged in my organisation’s activities and collaborate to maintain litter
prevention outcomes

[ ]  The links between sectors are well managed

[ ]  Local networks have coordinated litter prevention policies and practices

[ ]  There is confidence that each part of our network knows about others’ litter
prevention activities

Own It and Act: project plan

Framework for the Own It and Act project plan

This section includes guidance on how to develop your Own It and Act plan. This forms the grant application for Stage 4 L-RIP funding for implementation of Own It and Act project(s) to be delivered and evaluated in 2019-20.

The Project Plan must include the following:

#### Project summary

This provides detail on your project approach, and how it will progress the Own It and Act model in your organisation(s). This section is key in demonstrating how your project will fill organisational gaps identified in your status checklist.

#### Project plan and budget

Each project will require a detailed action plan and budget, outlining the details of each project. Please include actions detailing how you will use the project to embed litter prevention in your organisation(s). Details required include;

* The actions required to implement the project
* Who is going to implement the actions (this might include partners and stakeholders to be involved in delivery)
* When the actions will be implemented
* How the actions will be evaluated (specific KPIs for each action)

#### Monitoring and evaluation process

The plan will include an outline of the monitoring and evaluation process to be completed during, and after the project is completed.

1. **Nomination of the key personnel**

Outline who is responsible for project managing and administration.

1. **Authority to apply for funds**

If funds are sought from the EPA L-RIP grant, the plan will constitute an application for funding. There will be additional information required using the prescribed templates to enable contract preparation.

Authorisation is required from the organisation applying, and from any council or organisation that has committed cash or in-kind contributions (for any project requiring funding).

Project Summary – Own It and Act

Use this template for each Own It and Act project where L-RIP funding is being sourced.

|  |
| --- |
| Own It and Act Project: *Enter project name e.g. Cost of Litter Study; or business case* |
| Where is your organisation at?*Use status checklist*  | Strengths:      | Applies to which enabler? | Leadership[ ]  | Commitment[ ]   | Permission [ ]  | Process[ ]  |
| Gaps:      | Leadership[ ]  | Commitment[ ]  | Permission[ ]  | Process[ ]  |
| Project purpose:How will the project progress the Own it & Act Model? | Vision:      | Leadership[ ]  | Commitment[ ]  | Permission [ ]   | Process[ ]  |
| Project description:(500 words) |       |
| Project objective | Target:      |
| Networks, partners or stakeholder |       | Project dependencies |       |
| Time required to deliver project |       | Estimated cost of project |       |
| Comments, risk, challenges, barriers |       |

Project Plan – Own It and Act

|  |  |  |  |
| --- | --- | --- | --- |
| Detail of action | Who is responsible? | Timescale for delivery | Key performance indicator |
| 1 *Complete status checklist*  |  |  | *Complete - attached* |
| 2       |       |       |       |
| 3       |       |       |       |
| 4       |       |       |       |
| 5       |       |       |       |
| 6       |       |       |       |
| 7       |       |       |       |
| 8       |       |       |       |
| 9       |       |       |       |
| 10       |       |       |       |
| Please include details on how the project will be used to embed litter prevention into your organisation(s) |
| 11       |       |       |       |
| 12       |       |       |       |

Project budget – Own It and Act

#### Income

|  |  |
| --- | --- |
| Amount requested from the EPA | $Click to add amount |
| Cash contribution (please specify) |
|  | $Click to add amount |
|  | $Click to add amount |
| **Total income** | $Click to add amount |
| **In-kind contributions** (please specify) |
|  | $Click to add amount |

#### Expenses

|  |  |  |
| --- | --- | --- |
| Description  | Cash (ex GST) | In-kind  |
| Project staff costs (max 50%) |
| * Salaries project management (max 10%)
 | $Click to add amount | $Click to add amount |
| * Salaries project delivery
 | $Click to add amount | $Click to add amount |
| * Salary on-costs
 | $Click to add amount | $Click to add amount |
| Contractor/consultant costs |
| * Please specify
 |       |       |
| * Please specify
 |       |       |
| Communication |
| * Printing
 | $Click to add amount | $Click to add amount |
| * Other (please specify)
 | $Click to add amount | $Click to add amount |
| Travel/accommodation costs | $Click to add amount | $Click to add amount |
| Venue/meeting costs | $Click to add amount | $Click to add amount |
| Monitoring and evaluation | $Click to add amount | $Click to add amount |
| Other costs (please specify)       | $Click to add amount | $Click to add amount |
| **Total expenses:** | $Click to add amount | $Click to add amount |
| **Total expenses including in-kind**  | $Click to add amount |

Monitoring and evaluation process – Own It and Act

Who will be responsible for monitoring the project?

|  |  |
| --- | --- |
| **Name** |       |

How and when will the plan be monitored?

|  |  |  |  |
| --- | --- | --- | --- |
| How  |       | When |       |

Who will be responsible for evaluating the project?

|  |  |
| --- | --- |
| **Name** |       |

How will the project be evaluated? (Thinking in terms of how the project will be used to embed litter prevention into your organisation(s)

|  |  |  |  |
| --- | --- | --- | --- |
| How  |       | When |       |

Nomination of key personnel

Project ManagerName of primary contact for delivery of the Own It and Act project plan.

|  |  |
| --- | --- |
| Project Manager name | Click to insert |
| Name of Council, Regional Organisation of Councils, or local government-controlled entity: |
| 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 |

Administrator (if applicable)If same as Project Manager, leave blank

|  |  |
| --- | --- |
| Administrator name | 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 |

Litter Implementation Plan 2019-20: On-Ground projects

Framework for the Litter Implementation Plan 2019-20

This section includes guidance on how to develop your Litter Implementation Plan. This forms the grant application for Stage 4 L-RIP funding for implementation of On-Ground project(s) to be delivered and evaluated in 2019-20.

The Litter Implementation Plan must include the following:

1. **Summary of priority projects for implementation**

This is a summary of the identified litter prevention projects for implementation in 2019-20.

1. **Action plan(s) and budget**

Each project will require a detailed action plan and budget. An action plan outlines all the details of each project including:

* The actions required to implement the project
* Who is going to implement the actions (this might include partners and stakeholders to be involved in delivery)
* When the actions will be implemented
* How the actions will be evaluated (specific KPIs for each action)
* Dependencies or prerequisites
* Litter type to be targeted
* Litter location type to be targeted
* Litterer to be targeted
* Confirmation of the use of the four pillars of litter reduction and prevention
* The key partners and their involvement
* Project plan
* Project budget
1. **Monitoring and evaluation process**

The Litter Implementation Plan will include an outline of the monitoring and evaluation process to be completed during and after the project is completed.

1. **Nomination of the key personnel**

Outline who is responsible for project managing and administration.

1. **Authority to apply for funds**

If funds are sought from the EPA L-RIP grant, the Litter Implementation Plan will constitute an application for funding. There will be additional information required using the prescribed templates to enable contract preparation.

Authorisation is required from the organisation applying, and from any council or organisation that has committed cash or in-kind contributions (for any project requiring funding).

Project summary – On-Ground projects

Use this template for each On-Ground project where L-RIP funding is being sourced.

|  |
| --- |
| Project name: |
| Litter type |       | Litter site |       | Litterer |       |
| Objective(s) |       | Target(s) |       |
| Partners or stakeholders |       | Project dependencies |       |
| Applies which pillars of litter prevention? |[ ]  Education and awareness |[ ]  Infrastructure (including clean up) |[ ]  Regulation and enforcement |[ ]  Evaluation and monitoring |[ ]  All of these |
| Project description (500 words) |       |

Litter Implementation project Plan - On-Ground projects

|  |  |  |  |
| --- | --- | --- | --- |
| **Detail of action** | **Who is responsible?** | **Timescale for delivery** | **Key performance indicator** |
| **1**  |  |  |  |
| **2**  |  |  |  |
| **3**  |  |  |  |
| **4**  |  |  |  |
| **5**  |  |  |  |
| **6**  |  |  |  |
| **7**  |  |  |  |
| **8**  |  |  |  |
| **9**  |  |  |  |
| **10**  |  |  |  |

Litter Implementation Plan project budget - On-Ground projects

#### Income

|  |  |
| --- | --- |
| Amount requested from the EPA | $Click to add amount |
| Cash contribution (please specify) |
|  | $Click to add amount |
| **Total income** | $Click to add amount |
| **In-kind contributions** (please specify)       |
|  | $Click to add amount |

#### Expenses

|  |  |  |
| --- | --- | --- |
| Description  | Cash (ex GST) | In-kind  |
| Project staff costs (max 50%) |
| * Salaries project management (max 10%)
 | $Click to add amount | $Click to add amount |
| * Salaries project delivery
 | $Click to add amount | $Click to add amount |
| * Salary on-costs
 | $Click to add amount | $Click to add amount |
| Communication and education costs |
| * Printing
 | $Click to add amount | $Click to add amount |
| * Media placement
 | $Click to add amount | $Click to add amount |
| * Additional creative material development (e.g. additional photos)
 | $Click to add amount | $Click to add amount |
| * Other (please specify)
 | $Click to add amount | $Click to add amount |
| Enforcement and regulation costs |
| * Training
 | $Click to add amount | $Click to add amount |
| * Materials
 | $Click to add amount | $Click to add amount |
| * Other (please specify)
 | $Click to add amount | $Click to add amount |
| Infrastructure and clean-up costs |
| * Materials and equipment
 | $Click to add amount | $Click to add amount |
| * Clean-up and disposal
 | $Click to add amount | $Click to add amount |
| * Other (please specify)
 | $Click to add amount | $Click to add amount |
| Travel/accommodation costs | $Click to add amount | $Click to add amount |
| Venue/meeting costs | $Click to add amount | $Click to add amount |
| Monitoring and evaluation | $Click to add amount | $Click to add amount |
| Other costs (please specify)      | $Click to add amount | $Click to add amount |
| **Total expenses excluding in-kind:** | $Click to add amount | $Click to add amount |
| **Total expenses including in-kind:**  | $Click to add amount |

Monitoring and evaluation process - On-Ground projects

Who will be responsible for monitoring the Litter Implementation Plan?

|  |  |
| --- | --- |
| Name |       |

How and when will the plan be monitored?

|  |  |  |  |
| --- | --- | --- | --- |
| How  |       | When |       |

Who will be responsible for evaluating the Litter Implementation Plan?

|  |  |
| --- | --- |
| Name |       |

How and when will the plan be evaluated?

|  |  |  |  |
| --- | --- | --- | --- |
| How  |       | When |       |

Nomination of key personnel

#### Project Manager

Name of primary contact for delivery of the Litter Implementation Plan

|  |  |
| --- | --- |
| Project Manager Name | Click to insert |
| Name of Council, Regional Organisation of Councils, or local government controlled entity: |
| 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 |

#### Administrator (if applicable)

If same as Project Manager, leave blank

|  |  |
| --- | --- |
| Administrator name | 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 |

Authorisations for Stage 4 funding

Signatures are required from the applicant organisation. In addition, any project that is seeking EPA funding and requires a council contribution (cash or in-kind) will require signatures from the respective council at the appropriate level.

#### 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 |

#### Signature of applicant

Signature of the organisation who is making the application for L-RIP Grant funding.

#### 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 to insert) |  |

#### 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 to insert) |  |

#### Signature of participating councils or contributing organisations

Signature of all participating councils and/or contributing organisations for projects that have in-kind or cash contributions.

#### 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 to insert) |  |

#### 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 to insert) |  |

1. To accommodate RWGs that are delivering projects on behalf of large number of councils, a minimum of three council-completed checklists should be submitted. [↑](#footnote-ref-2)