# Stream 1: On-Ground project – grant application form

1. This form is for community groups to apply for a Stream 1Community Litter Grant from the NSW Department of Planning, Industry and Environment (DPIE) for funding between $4,000 and $40,000.

## How to apply

1. Read the Information and guidelines:This can be downloaded from the
[Community Litter Grants page](http://www.epa.nsw.gov.au/wastegrants/council-litter.htm).
2. Complete this application form:Applications for Round 6 of the DPIE Community Litter Grants program are to be submitted to DPIE by **10am on Tuesday 28th July 2020**.
3. More than one application can be submitted per community group. However, principles of equity and organisational capacity to deliver projects will apply as part of the Technical Review Panel’s process.
4. Check that your application is complete before submitting. You must do the following:

Complete a Local Litter Check for each location where you will conduct litter prevention activities.

Complete all sections of the application form.

Provide the signature of the Chief Executive Officer (or equivalent) of your organisation.

Provide the signature of an appropriately senior officer of any organisation that manages public land on which project activities will be run (e.g. council).

1. If your project includes activities at roadsides, waterways or car parks, ensure your application includes attachments that provide:

the name of the owner/s of the roadside, car park verges or waterway site/s

evidence you have notified the owner/s of the site/s and their acknowledgment.

1. 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 those risks to ensure the safety of those participating in your project.
2. You can submit your application by emailing litter.prevention@epa.nsw.gov.au with the subject line: ‘*Your Organisation Name*: Round 6 NSW DPIE Community Litter Grant Application’.

## Join our webinar

1. Before submitting an application, each applicant for Community Litter Grants Round 6 grant must [**view the webinar**](https://vimeo.com/399085186/3136621950) that was recorded on 20 March 2020. This runs for a little over fifty minutes and provides essential information for developing and writing your application.

## Need help?

1. If you need help with your application or have a question, call the EPA’s Litter Team on
(02) 8837 6015 or email litter.prevention@epa.nsw.gov.au.

## Acknowledgement

1. [ ]  I confirm that I have attended or viewed the Community Litter Grants Round 6 webinar recorded on       [date]

## Applicant details

Table 1 applicant details

|  |  |
| --- | --- |
| Your community group’s registered name | Click or tap here to enter text. |
| ABN | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Local government area | Click or tap here to enter text. |
| Website (if applicable) | Click or tap here to enter text. |

## Primary contact person for this project

Table 2 primary contact person’s details

|  |  |
| --- | --- |
| Full name | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Street address | Click or tap here to enter text. |
| Suburb | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |

## Project ‘elevator pitch’

In 100 words or less, please provide your ‘elevator pitch’ – what is your project all about?

|  |
| --- |
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## Project description

Table 3 project description

|  |  |
| --- | --- |
| Project name | Click or tap here to enter text. |
| Amount of funding requested | Click or tap here to enter text. |
| Project start date | Click or tap here to enter text. |
| Project end date | Click or tap here to enter text. |

In Table 4, please provide the address/es (as they appear in the relevant Local Litter Checks) and Local Government Area/s where you propose to run your litter prevention project. Add or delete rows if needed.

1. Table 4: location details

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. **Street address**
 | 1. **Postcode**
 | 1. **Local Government Area**
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Please describe what the litter problem is that you want to tackle at the locations (e.g. litter type and littering behaviour). (200 word maximum)

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Provide a brief summary of how your project will tackle the litter problem you have identified. What are you going to do to solve the problem? (200 word maximum)

|  |
| --- |
|       |

Referring to the assessment criteria in the grant Guidelines (section 2.3), provide a brief summary of how your project will meet these criteria in Table 5.

**Table 5: Meeting the assessment criteria**

| **Assessment criteria** | **How will your project meet these criteria?(50 – 100 words each)** |
| --- | --- |
| * 1. Based on the evidence provided through the Local Litter Check online tool, the project plan will contribute to a significant reduction in litter in NSWat a local or regional scale.
 |       |
| * 1. The project will be led by the community group (working with their partners) to increase local community capability in achieving litter prevention.
 |       |
| * 1. The project plan represents an integrated way to approach litter prevention, reflecting the guidelines provided by the NSW Government.
 |       |
| * 1. The project plan represents a way to work productively with land managers (e.g. local council/s) to sustain litter prevention now and into the future.
 |       |
| * 1. The project is effective in integrating the *Don’t be a Tosser!* message and materials.
 |       |
| * 1. The project represents value for money
 |       |

## Project timeline

Please provide a chronological timeline of actions you will take to achieve litter prevention and complete your project. Add or delete rows if needed.

**Table 6: Project timeline**

| **Date/month** | **Activity** | **Who will be responsible for this?** |
| --- | --- | --- |
|       |       |       |
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## Project partners

Please list the organisations, businesses and/or key individuals with whom your group will cooperate to achieve litter prevention. Add or delete rows if necessary.

Table 7: Project partners

| **Organisation/name** | **How will your project involve this organisation/individual?** |
| --- | --- |
|       |       |
|       |       |
|       |       |

## Project reasoning

In Table 8, please copy and paste the web link URL of the baseline Results Summary for each litter hotspot location listed in Table 1 (to get the URL, go into the Local Litter Check, click on the Share button at the bottom of the respective Results Summary page, and copy the URL provided). Using the information recorded in each Results Summary, write the **location name** of the litter hotspot, **location type** and the **total** **volume** of litter. Add or delete rows if needed.

**Table 8: links to results summaries and litter volume(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Litter hotspot location | Street address | Web URL link for results summary | Location type | Total volume (litres) of litter measured at location |
|       |       |       |       |       |
|       |       |       |       |       |
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Based on the Local Litter Check, please list up to three main littered item types that you aim to reduce at the litter hotspot locations, and briefly explain why you chose these.

**Table 9: main littered items**

|  |  |
| --- | --- |
| Litter type  | Reason for focusing on this litter type\* |
| 1.       |       |
| 2.       |       |
| 3.       |       |

1. \*PLEASE NOTE: If you intend to focus on cigarette butt litter, you should apply instead for a Cigarette Butt Litter Grant which is open at the same time as this Community Litter Grant round.

Based on the Local Litter Check, please list up to three groups of location users who you will target in your project, and briefly explain why you chose these.

**Table 10: location user groups**

|  |  |
| --- | --- |
| Location user group  | Reason for focusing on them  |
| 1.       |       |
| * 1.
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## Measuring results

1. Your project should contribute to exceeding the NSW target of a 40% reduction in litter by 2020 and beyond, as well as local litter priorities.
2. Provide at least three objectives that your project will set out to achieve. For larger-scale projects you may choose more than three. This is what you will use to measure whether you have achieved what you set out to do.
3. Write your project’s objectives and targets, and how you will measure whether you have achieved those targets in the shaded cells in **Table 11**.
4. PLEASE NOTE: The table provides space to write objectives that relate to the five factors of litter prevention (see Guidelines section 6), however you are not expected to achieve results in all five areas if they are not relevant to your project. You can delete rows as required.

For further guidance, please refer to the [NSW Litter Prevention Kit: Delivering effective local litter prevention projects](https://www.epa.nsw.gov.au/your-environment/litter-and-illegal-dumping/epa-work-prevent-litter/run-litter-prevention-project), which is available on the EPA website.

1. **Table 11: objectives, targets and measures for the litter prevention project**

| **Objective** | **Target** | **Measure** | **The activity that will achieve this** |
| --- | --- | --- | --- |
| **Your main project objective/s** |
| 1. *Example:*
2. *Reduce the total volume of litter at [location]*
 | 1. *Example:*
2. *[X%] reduction in the total volume of litter at [location]*
 | 1. *Example:*
2. *Total volume measured through the Local Litter Check*
 | 1. *Example:*
2. *Project name*
 |
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|       |       |       |       |
| **FACTOR 1: Cleaning: reducing littering behaviour by changing the way the site is cleaned up and kept clean by the community, council or land management authority**  |
| 1. *Example:*
2. *Reduce the amount of time council cleaning staff need to spend cleaning [location]*
 | 1. *Example:*
2. *[X%] reduction in the hours that cleaning staff spend picking up litter at [location]*
 | 1. *Example:*
2. *Hours of cleaning time at end of project compared to start, as reported by council staff*
 | 1. *Example:*
2. *Community clean-up, approaching council to move cleaning time to Friday rather than midweek*
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| **FACTOR 2: Infrastructure: reducing littering behaviour by installing and maintaining bins and signs to increase the likelihood that people will put their rubbish in the bin or take it with them** |
| 1. *Example:*
2. *Decrease the overspill of litter from the bin at [location]*
 | 1. *Example:*
2. *Replace existing bin with one large enough to hold all the rubbish generated by users at [location]*
 | 1. *Example:*
2. *Volume of overspill of litter measured around the bin*
 | 1. *Example:*
2. *Installing larger bin with sign*
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| **FACTOR 3: Education and awareness: reducing littering behaviour by including messages and prompts at the location to remind people of their responsibility to help keep thelocation clean** |
| 1. *Example:*
2. *Increase the awareness of people of the impacts of littering*
 | 1. *Example:*
2. *Increase people’s negative view of littering behaviour by X%*
 | 1. *Example:*
2. *% change in location users’ awareness of the negative impacts of littering measured through a survey*
 | 1. *Example:*
2. *Pledge campaign, Don’t be a tosser! poster in local shop windows, local radio and social media placement*
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| **FACTOR 4: Enforcement: reducing littering behaviour by reminding people that littering can incur a fine, as well as issuing fines for littering to ensure that people take themessage seriously** |
| 1. *Example:*
2. *Increase in location user awareness that littering attracts fines*
 | 1. *Example:*
2. *Increase people’s knowledge of littering fines by X%*
 | 1. *Example:*
2. *% change in location users’ awareness of littering fines measured through a survey*
 | 1. *Example:*

*Approach council about running an enforcement blitz during peak holiday season, promote Report to EPA web app* |
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| **FACTOR 5: Involvement: reducing littering behaviour by giving people a stronger sense of pride and ownership in the location though beautification, and involving people in caring for the location** |
| 1. *Example:*
2. *Increase in people’s feelings of pride in location*
 | 1. *Example:*
2. *Increase people’s belief by X% that the location is a good advertisement for community involvement in litter prevention*
 | 1. *Example:*
2. *% change in location users’ perception of increased community involvement measured through a survey*
 | 1. *Example:*
2. *Run community events at the location, run a stall at local street festival to promote message and run pledge campaign*
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## Project finance

Please account for how you will spend grant funds. This table should include actual dollars only (excluding GST). The listed items are examples only - add or delete rows if needed.

**Table 12: project income and expenditure**

|  |  |
| --- | --- |
| **Income** | **Expenditure** |
| Community Litter Grant | $       | Administration overheads | $       |
| [Other funding] | $       | Resources for community engagement | $       |
| [Other funding] | $       | Equipment and materials | $       |
|       | $       | Salaries (maximum 40% of total grant) | $       |
|       | $       | Administration (max 10% of grant) | $       |
|       | $       | Marketing and promotion | $       |
|       | $       | Travel | $       |
|       | $       | Venue/meeting room hire | $       |
|       | $       | End of project media event | $       |
|       | $       | Clean-up and disposal | $       |
|       | $       |       | $       |
| **Total income** | **$**       | **Total expenditure** | **$**       |

Please list the in-kind contributions that will be provided to assist with your project. This can be an estimated value.

**Table 13: estimated in-kind contributions**

|  |  |  |
| --- | --- | --- |
| **Organisation/individual** | **Description of their contribution** | **Estimated value** **of their contribution** |
|       |       | $       |
|       |       | $       |
|       |       | $       |
| **Total in-kind contribution** | **$**       |

Please add the Total Expenditure in Table 12, and Total In-Kind Contribution in Table 13 to get the total project expenditure.

**Total project expenditure: $**

## Signatory

I,       (name of delegated authority), verify the details in the above application and confirm resources (capital, cash, human resources and in-kind for the projects as outlined in **Table 12.** and **Table 13** of this proposal) are committed from       (name of organisation applying for grant) to completion of the project in full and on time.

I also confirm that the organisation is financially secure and able to comply with all terms and conditions of funding, in my capacity as       (position of officer title).

The group       (name of organisation) agrees to submit a final report in accordance with the final reporting requirements as set out by DPIE by       (your proposed final submission date).

|  |  |
| --- | --- |
| Name  |       |
| **Signature (please upload image)**  |  |

### Local land use authorisation

All projects to be carried out on public land must be discussed with the local authority which manages that land (e.g council). Please have an authorised member of the land use authority (e.g. local council)[[1]](#footnote-1) sign this form to acknowledge that this has taken place.

|  |  |
| --- | --- |
| Name of authorised person |       |
| **Position** |       |
| **Council/organisation** |       |
| **Signature (please upload image)**  |  |

1. This could be your council’s General Manager or an officer from the Waste Services Department – please check with your local council

© State of New South Wales through Department of Planning, Industry and Environment 2020. The information contained in this publication is based on knowledge and understanding at the time of writing (March 2020). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Planning, Industry and Environment or the user’s independent adviser. [↑](#footnote-ref-1)