# Stream 2: Own it and Act project – grant application form

1. This form is for community groups to apply for a Stream 2Community Litter Grant from the NSW Department of Planning, Industry and Environment (DPIE) for funding between $50,000  
   and $90,000.

## 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 an Own It and Act Status Checklist (see Appendix 1 of the guidelines)

Complete all sections of the application form

Provide the signature of the Chief Executive Officer (or equivalent) of your organisation and, if appropriate, the Project Director (who has delegation to approve the application)

1. If your project includes activities at roadsides, waterways sites or car park sites, 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](mailto:litter.prevention@epa.nsw.gov.au) with the subject line: ‘Your Organisation Name: Round 6 NSW DPIE Community Litter Grant Application’.

## Join our webinar

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.

1. .

## Need help?

1. If you need assistance with your application or have questions, call the DPIE Litter Prevention team on (02) 8837 6015 or email [litter.prevention@epa.nsw.gov.au](mailto:litter.prevention@epa.nsw.gov.au).

# Application summary

## Own It and Act projects: Round 6 Community Litter Grant funding

|  |  |
| --- | --- |
| 1. **Name of organisation** |  |

1. Here is an example of how to fill in the tables in this form – please write in the grey boxes (see rows 3 and 4 below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Project priority** | 1. **Project name** | 1. **Funding stream** | 1. **Delivery timeframe** | 1. **Funding requested** |
| 1. 1 | 1. Business Case | 1. Own It and Act | 1. 6 months | 1. $25,000 |
| 1. 2 | 1. Training | 1. Own It and Act | 1. 3 months | 1. $5,000 |
| 1. 3 |  |  |  |  |
| 1. 4 |  |  |  |  |
| 1. **Total Council Round 5 funding requested** | | | | 1. **$30,000** |

# Own It and Act: Project plan

## Framework for the Own It and Act project plan

1. This section includes guidance on how to develop your Own It and Act plan. This forms the grant application for Round 6 Community Group funding for implementation of Own It and Act projects to be delivered and evaluated in 2020 to 2021.

The project plan must include the following:

### 1. Organisational Overview

1. This provides a summary of your organisation, who you are, what you stand for, your membership and leadership, and details about your achievements and capacity to develop projects.

### 2. Project summary

This provides detail on your project approach, and how it will progress the Own it and Act framework in your council. This section is key in demonstrating how your project will fill organisational gaps identified in your status checklist.

### 3. Project plan and budget

Each project will require a detailed action plan and budget, outlining the details. Please include actions detailing how you will use the project to embed litter prevention in your organisation and partner organisations, as appropriate. 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 Key Performance Indicators (KPIs) for  
each action.

### 4. 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.

### 5. Nomination of the key personnel

Outline who is responsible for project management and administration.

### 6. Authority to apply for funds

If funds are sought from the DPIE Community Litter Grant program, the plan will constitute an application for funding. There will be extra information required using the prescribed templates to allow for contract preparation.

## Primary contact person for this project

|  |  |
| --- | --- |
| 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. |
| State electorate | Click or tap here to enter text. |

## Administrator (if applicable)

If same as Project Manager, leave blank

| 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. |
| State electorate | Click or tap here to enter text. |

## Overview of your organisation

1. Please provide a summary about your organisation’s mission, leadership, membership and capability with brief statements next the headings below.

|  |  |
| --- | --- |
| Organisation name | Click or tap here to enter text. |
| Incorporation details | Click or tap here to enter text. |
| ABN | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Website URL | Click or tap here to enter text. |
| Mission statement | Click or tap here to enter text. |
| Board/steering committee members | Click or tap here to enter text. |
| Principal officers | Click or tap here to enter text. |
| Partners/sponsors | Click or tap here to enter text. |
| Current and past projects | Click or tap here to enter text. |
| Notable achievements | Click or tap here to enter text. |
| Media and communications strategy | Click or tap here to enter text. |
| Financial statement | Click or tap here to enter text. |

# Project summary – Own It and Act

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Own It and Act project name** | |  | | | | | |
| **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 and act framework?*** | Vision | | Leadership | Commitment | Permission | Process |
| **Project description**  ***(max 500 words)*** |  | | | | | | |
| **Project objective** | **Target** | | | | | | |
| **Networks, partners or stakeholders** |  | | **Project dependencies (i.e. what key elements need to be in place?)** |  | | | |
| **Time required to deliver project** |  | | **Estimated cost of project** |  | | | |
| **Comments, risk, challenges, barriers** |  | | | | | | |

# Project plan – Own It and Act

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

# Project budget – Own It and Act

|  |  |
| --- | --- |
| **Income** | |
| **Amount requested from DPIE** | $ |
| **Cash contribution/s** | $ |
|  | $ |
|  | $ |
| **Total income** | $ |
| **In-kind contribution/s** | $ |
|  | $ |

|  |  |  |
| --- | --- | --- |
| **Expenses** | | |
| **Description** | **Cash (ex. GST)** | **In-kind** |
| **Project staff costs** | | |
| Salaries project management (Max 10% of grant funds) | $ | $ |
| Salaries project delivery (Max 80% of grant funds) | $ | $ |
| Salary on-cost (included in 80% salaries cost) | $ | $ |
| **Contractor/consultant costs** | | |
| Please specify | $ | $ |
| Please specify | $ | $ |
| **Communication** | | |
| Printing | $ | $ |
| Other (please specify) | $ | $ |
| Travel/accommodation costs | $ | $ |
| Venue/meeting costs | $ | $ |
| Monitoring and evaluation | $ | $ |
| Other costs (please specify) | $ | $ |
| Total expenses | **$** | $ |
| Total expenses including in-kind | **$** | |

# Monitoring and evaluation process – Own It and Act

1. Who will be responsible for monitoring the project?

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

1. How and when will the plan be monitored?

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

1. Who will be responsible for evaluating the project?

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

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

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

# Authorisations for Round 6 funding

## 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 Deed Agreement and may affect DPIE’s grant funding for the project.

|  |
| --- |
|  |

# Signature of applicant

Signature of the council representative who is making the application for Community Litter Grant Round 6 grant funding.

## Chief Executive Officer (or equivalent)

|  |  |
| --- | --- |
| **Organisation** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |
| **Signature *(click to insert)*** |  |

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