

Combating illegal dumping: clean-up and prevention program grants

Round 6

Information for applicants

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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. This is to then put in place prevention and clean-up action to combat illegal dumping under the NSW Illegal Dumping Strategy 2017–21.

This is the sixth of eight funding rounds under the Combating Illegal Dumping: Clean-up and Prevention Program. Round 6 will favourably consider projects that focus on an integrated approach to prevent illegal dumping in their area and reduce it 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 depend on the final number of projects funded. Total funding available for round 6 is \$500,000. Funding options are listed below.

Table 1 Funding options available for round 6

Funding option	Funding	Description
Option 1: Illegal dumping clean-up and prevention grant	\$50,000–120,000	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 it by 30% at dumping hotspots. Applicants must show illegal dumping baseline data to be eligible for funding.
Option 2: Establishing illegal dumping baseline data	Up to \$20,000	Available to local councils and land managers for capturing illegal dumping baseline data and identifying illegal dumping trends.
Option 3: Illegal dumping clean-up and prevent community partnerships grant	Up to \$50,000	Available to community groups who partner with their local councils to clean up illegally dumped waste, including setting up prevention measures.

Before starting

Please read this document before starting an application 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 manage their illegal dumping prevention projects. View the document at www.epa.nsw.gov.au/resources/illegal dumping/080045-illegal-dumping.pdf

The EPA's Report Illegal Dumping brand guidelines are freely available to help applicants develop signage and other educational and promotional material during their project. To access the branding visit www.epa.nsw.gov.au/resources/illegal dumping/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 parts of the project. View the research at www.epa.nsw.gov.au/illegal dumping/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 9am and 5pm (Monday to Friday):

phone: (02) 9995 5000

email: illegal dumping.strategy@epa.nsw.gov.au

Funding option 1: Illegal dumping clean-up and prevention

Eligibility

Funding is available for local councils and public land managers for projects on publicly owned land only.

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
- proposed actions to target illegal dumping during the project, including how they 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
- applicants must show that previous illegal dumping clean-up and prevention grants have been managed effectively or, where previous grants have performed poorly, explain how their organisation's performance will be improved
- details of how applicants will evaluate the project to decide 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.

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 show an integrated approach to preventing and targeting illegal dumping to reach a 30% reduction by 2021.

Partnerships are strongly encouraged. Joint applications (with 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) shouldn't be more than 30% of spending. Contractors are not included in the salary cap.

Spending on clean-up and disposal must not exceed 50% of total grant funding.

Applicants who received funding under round 1, 2, 3, 4 or 5 of Combating Illegal Dumping: Clean-up and Prevention Program grants must not exceed 30% of their total round 6 grant funding spend on clean-up and disposal.

The EOI for projects not administered by a local council or land manager must have 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 show that project activities will begin 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 regarding media or other promotion of the project. They 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, 4 or 5 and failed to log enough illegal dumping data in RIDonline will not be eligible for further grant funding, unless otherwise decided 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

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

EOIs are due by **5pm 30 October 2018**.

EOIs and supporting documents should be sent to: 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 sent by post to:

Environment Protection Authority
Attention: Illegal Dumping Unit Head
PO Box 668
Parramatta, NSW, 2124

Successful applicants

The EPA will try to notify successful applicants within three months of the closing date.

Successful applicants will need to send the following information before starting the project:

- a project plan in the correct 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 need to send:

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

Payment schedule

Payment of grant funding will be in three parts:

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

Funding option 2: Establishing illegal dumping baseline data

Part of the funding available under round 6 of the Combating Illegal Dumping: Clean-up and Prevention Program will be given to fund projects to establish illegal dumping baseline data.

Eligibility

Funding is available for local councils and public land managers for projects on publicly owned land only.

Selection criteria

Local councils and public land managers seeking grant funding for establishing illegal dumping baseline data are invited to send an EOI 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.

Grant funding criteria

Funding of up to \$20,000 is available for local councils and public land managers to establish illegal dumping baseline data. It is also to develop an illegal dumping prevention strategy based on analysis of the data.

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.

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 **5pm 30 October 2018**.

The EOI and any supporting documents should be sent to: 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 sent by post to:

Environment Protection Authority
Attention: Illegal Dumping Unit Head
PO Box 668
Parramatta, NSW, 2124

Successful applicants

The EPA will try to notify successful applicants within three months of the closing date for EOI applications.

Before projects begin, successful applicants will need to send:

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

Successful applicants will also need to send a final report and financial report at the end of the project in the stated 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 sent to the EPA.

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

Some round 6 funding under the Combating Illegal Dumping: Clean-up and Prevention Program will be given to fund projects where community groups and public land managers work in partnership to clean-up and prevent illegal dumping.

Eligibility

Funding is available for community groups who partner with their local council or a relevant public land manager. It is for projects on publicly owned land only.

Selection criteria

Expressions of interest will be assessed on the following criteria:

- the extent of illegal dumping in the proposed project area; applicants must send 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
- applicants must demonstrate that previous illegal dumping clean-up and prevention grants have been managed effectively or, where previous grants have performed poorly, explain how their organisation's performance will be improved
- details of how the project will be evaluated to decide the effectiveness of its measures
- budget breakdown.

Grant funding criteria

Funding of 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 problem. The selection process favours projects that show an integrated approach in preventing and targeting illegal dumping to reach a 30% reduction by 2021.

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

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 needed. This 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 within the project area. This should include a map of the project area, which shows 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) shouldn't be more than 30% of spending. Contractors are not included in the salary cap.

The applicant must show that project activities will begin 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 regarding media or other promotion of the project. They will be asked 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 will need 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 enough illegal dumping data in RIDonline will not be eligible for further grant funding, as decided 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

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

Expressions of interest are due by **5pm 30 October 2018**. EOIs and supporting documents should be sent to: 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 sent via post to:

Environment Protection Authority
Attention: Illegal Dumping Unit Head
PO Box 668
Parramatta, NSW, 2124

Successful applicants

The EPA will try to notify successful applicants within three months of the closing date for EOI applications.

Successful applicants will need to send the following information before the project starts:

- 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 need to send:

1. a progress report, financial report and an invoice for the second milestone payment at the time stated 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 stated 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 receipt 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 receipt of a satisfactory project plan, signed funding agreement and an invoice.
- Payment 2: 30% of grant funds will be paid upon receipt of a satisfactory progress report, financial report and an invoice.
- Payment 3: 10% of grant funds will be paid on receipt of a satisfactory final project, final financial report and an invoice.