

Aboriginal Land Clean Up and Prevention (ALCUP) Program

Expression of Interest Form

Round 4: 2018–2021

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

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Cover: Artwork by Wiradjuri artist Lani Balzan. “The background of the painting represents the land, our country. The lined areas of both ends represent the importance of waste management and recycling and how it connects to caring for the land and country and the people within communities. The middle dotted area represents us working together and partnerships to care for the country together. The white dots in the middle and moving outwards represent the elements of the diversity in N.S.W.

The different dotted areas throughout the painting represent community designing their own solutions and being involved at all stages. The painting represents the land and the importance to look after it and (with this program) how we as a community can achieve this.”

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# General information

* Please read the Round 4 Guidelines before starting your Expression of Interest (EOI)
* You need to answer every question. Where a question does not apply to your EOI please write ‘not applicable’ and briefly explain why
* Grants available: $10,000 to $75,000 (GST exclusive)

EOIs for the program will be accepted until the funding is exhausted or **5pm on 30 September 2019**. Any EOI that is submitted after that day cannot be considered.

**For more information contact:**

| **Phone** | (02) 9995 5596 |
| --- | --- |
| **Email** | [ALCUP.program@epa.nsw.gov.au](mailto:ALCUP.program@epa.nsw.gov.au) |

# Section A – Registration

### A.1 Name of applicant organisation

|  |
| --- |
|  |

### A.2 Project title

|  |
| --- |
|  |

### A.3 Total amount requested (excluding GST)

|  |
| --- |
| $ |

### A.4. Applicant organisation’s details

This section provides important background information about the nature of your organisation and your organisation’s ability to manage your project.

See the Guidelines for the eligibility criteria to ensure your organisation is eligible to apply for a grant. Please ensure your organisation meets the eligibility criteria before submitting your application.

|  |  |
| --- | --- |
| Items | Your organisation details |
| Postal address |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Registered for GST (Y/N) |  |

### A.5 Contact details for main contact in applicant organisation

|  |  |
| --- | --- |
| Items | Your organisation details |
| Title |  |
| Name |  |
| Job title |  |
| Daytime phone |  |
| Mobile phone |  |
| Email |  |

### 

### A.6 Public Liability Insurance

It is a condition of your grant to hold public liability insurance. Provide details of your public liability insurance below.

You may form an arrangement with an administering body before submitting your application to provide insurance and other legal requirements for the project.

|  |  |
| --- | --- |
| Items | Your insurance details |
| Company |  |
| Policy numbers |  |
| Coverage |  |
| Currency (expiry date) |  |

# Section B – Project details

#### Expression of Interest submissions will be assessed by an independent Technical Review Committee (TRC). The table below outlines the assessment criteria by which the EOI’s will be assessed and the questions that relate to each criterion.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Assessment Criteria** | **Refer to Questions** |
| 1 | Demonstrated need for the project | B1 to B5 |
| 2 | The project planning clearly identifies the activities to clean up and prevent illegal dumping | C1 |
| 3 | Clear and effective evaluation for each of the planned project activities | C1 |
| 4 | The project budget is well planned to ensure the success of the project | B6 and D  Excel file – ‘Application Budget’ |
| 5 | A number of measures are planned to prevent illegal dumping. These measures might include:  - new or improved infrastructure, e.g. bollards, locked gated, surveillance cameras, earth mounds, lighting, fences  - surveillance of the hot spots  - signage  - education and engagement activities organised | C1  Please consult the Guideline activities and measurement table for ideas of different measures to clean up and prevent illegal dumping |
| 6 | Demonstrated intention to build and maintain partnerships and collaborations | C2 |
| 7 | The project incorporates cultural activities to Care for Country and build community pride through better  land management | C1 |
| 8 | Increase knowledge, skills and local employment in land management and foster community interest in Aboriginal land management | C1 |

### B.1 What is your project?

#### Describe what you are planning to do in your project. Use up to 150 words.

|  |
| --- |
|  |

### B.2 Why is your project needed?

Your answer should address:

* why the project needs to be done
* what waste types are being illegal dumped
* how often is waste being illegally dumped
* how long has illegal dumping been occurring on your Country
* what environmental, cultural and health impacts is the illegal dumping having on your Country?

|  |
| --- |
|  |

### B.3 What do you think is the cause of the illegal dumping?

This should include details of who is dumping, the types of vehicles used to carry out the dumping (if known) and all factors that may be contributing to the illegal dumping occurring e.g. remote locations or multiple access trails.

|  |
| --- |
|  |

### B.4 Details of your illegal dumping locations

Please provide a map showing:

* current dumping locations (hotspots)
* location of proposed activities such as clean up activities and proposed infrastructure that will form part of your project such as fences, gate, signs, mounds and boulders
* neighbouring boundaries
* any other relevant existing features e.g. waste management facility, gates, roads, tracks, fences, buildings, waterways.

What is the total area of your project site?

| Project site size (area m2) | m2 |
| --- | --- |

Complete the table below outlining the following details about the hotspot:

1. The number of hot spots
2. The location
3. The types of waste found
4. The amount of waste

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hot spot number | Location description | Total typical dumped items and amount | | |
| **Waste types** | **Amount** | **Unit of measurement** |
| Example | Example  Corner of Fake Street and Fake Road | Vehicles | Eg: 2 | number |
| Tyres | 0 | number |
| Construction and demolition waste, e.g. bricks, concretes, used timber, mixed soil etc | 1 m3 | cubic metres (m3) |
| Other metals | 0m3 | cubic metres (m3) |
| Whitegoods e.g. fridges | 2 | number |
| Electronic waste e.g. computers, cables, phones etc | 0.5m3 | cubic metres (m3) |
| Organic waste (tree branches, lawn mowing etc) | 2m3 | cubic metres (m3) |
| Other household waste items (packaging, food waste, toys, clothing and textile, etc) | 10m3 | cubic metres (m3) |
| Asbestos | 1m3 | cubic metres (m3) |
| Hazardous waste e.g. paints, chemicals, car batteries | 1 battery | number |
| 1 |  | Vehicles |  | number |
| Tyres |  | number |
| Construction and demolition waste, e.g. bricks, concretes, used timber |  | cubic metres (m3) |
| Other metals |  | cubic metres (m3) |
| Whitegoods e.g. fridges |  | number |
| Electronic waste e.g. computers, cables, phones etc |  | *cubic metres (m3)* |
| Organic waste (tree branches, lawn mowing etc) |  | *cubic metres (m3)* |
| Other household waste items (packaging, food waste, toys, clothing and textile, etc) |  | *cubic metres (m3)* |
| Asbestos |  | *cubic metres (m3)* |
| Hazardous waste e.g. paints, chemicals, car batteries |  | number |
| 2 |  | Vehicles |  | number |
| Tyres |  | number |
| Construction and demolition waste, e.g. bricks, concretes, used timber |  | cubic metres (m3) |
| Other metals |  | cubic metres (m3) |
| Whitegoods e.g. fridges |  | number |
| Electronic waste e.g. computers, cables, phones etc |  | cubic metres (m3) |
| Organic waste (tree branches, lawn mowing, etc) |  | cubic metres (m3) |
| Other household waste items (packaging, food waste, toys, clothing and textile, etc) |  | cubic metres (m3) |
| Asbestos |  | cubic metres (m3) |
| Hazardous waste e.g. paints, chemicals, car batteries |  | number |
| 3 |  | Vehicles |  | number |
| Tyres |  | number |
| Construction and demolition waste, e.g. bricks, concretes, used timber |  | cubic metres (m3) |
| Other metals |  | cubic metres (m3) |
| Whitegoods e.g. fridges |  | number |
| Electronic waste e.g. computers, cables, phones etc, |  | cubic metres (m3) |
| Organic waste (tree branches, lawn mowing etc) |  | cubic metres (m3) |
| Other household waste items (packaging, food waste, toys, clothing and textile, etc) |  | cubic metres (m3) |
| Asbestos |  | cubic metres (m3) |
| Hazardous waste e.g. paints, chemicals, car batteries |  | number |

\*Please add rows as required

### B.5 Photographs – evidence of illegal dumping

Please submit photographs with your application that show evidence of:

1. The hotspot locations
2. The extent and type of waste illegally dumped at the hotspot.

### B.6 Other funding to run your project?

Have you received or applied for any other funding from other organisations or grant programs that will compliment you project activities? If yes, please provide details.

|  |
| --- |
|  |

# Section C - Project Plan

## Project management and evaluation plan

The purpose of the project plan is to describe what your project will deliver to address the problem of illegal dumping and how you can measure the outputs to show your achievements. You will need to report to the EPA on the progress of your project – in line with the project plan you develop here. The project plan will not only assist you in planning your project but it will help you to demonstrate how successful your project is.

(Note that the EOI Guidelines includes a table of suggested activities and measures. See page 9-10 of the Guidelines.)

## ALCUP program objectives

The project plan should include activities that will achieve the overall objectives of the ALCUP program. The Guidelines have listed the following objectives for the ALCUP program:

Note: Your project activities may meet more than one project objective.

## Project activities

Project activities are the activities that you will do in the project. This can include cleaning up, installing infrastructure to prevent illegal dumping, surveillance or illegal dumping monitoring, promotion and community education, stakeholder engagement as well as Caring for Country activities to prevent   
illegal dumping.

List your major project activities in the template below, explain how they will help address the illegal dumping issue; when you are planning to start your activities, who will be the person(s) responsible for this activity as well as how you will measure and monitor the success of the activity.

## Project measures

Project measures are a standard way of measuring project activity that can be reported at a project, program and statewide level**.**

Project measures may be quantitative (numerical – How much did we do?) or qualitative (descriptive – How well did we do it?).

Choose relevant measures from **the examples in the project table on the Guidelines** (Page 9-10). If none of the measures are suitable you can define your own measure.

## Risks and risk management

What will be the risks to the success of this activity (for example the illegal dumping returning after the clean-up). What will you do to mitigate the risks and ensure the long-term success of the activity?

|  |
| --- |
|  |

### C.1 Project Plan

| No. | Activity | Meets program objective | How will it address the problem? | When | Who is responsible | Measures | Monitoring and evaluation | Risk to long term success | How to manage the risk |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| eg | Install barriers in three areas frequently used for dumping | 1 and 3 | Barriers will block vehicle access to prevent dumping at hotspots 1,2 and 3 | November 2018- February 2019 | LALC rangers | Number of barriers installed | Site inspection before and after:  Illegal dumping incidences reduced after installation  *Photos before and after* | Vandalism;  *Maintenance issues* | Regular patrols of the site  Use barriers that are proven to reduce access and minimise vandalism  Budget for maintenance of infrastructure in management plan for the site |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |

Please add or remove rows as needed

### C.2. Stakeholder and partner engagement

**Obtaining the support of other organisations can significantly add value to a project by:**

* reaching a wider audience
* gaining in-kind support
* sharing responsibility for the project outcomes
* enabling long-term success of the program.

**Please provide information in the table below on who your partners and stakeholders are and their roles in the project. What are the positive and negative impacts they might have on your project? What is your strategy to engage the stakeholders to enhance their support in the program, including communication channels you will use to consult, inform or involve these stakeholders?**

A letter of support from your project partners will be considerably favoured when assessing the EOI’s.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation or group | Contact person(s) | Current support level  (low/med/high) | Role in project | Positive impacts | Negative impacts | How to engage | Letter of Support provided (yes/no) |
| *Example: Local Council Rangers* | *Paul Smith*  *Jack Brown* | *low* | *Local council is a project partner. Council rangers will assist in delivering project outcomes by investigating surveillance camera footage of illegal dumping and undertaking enforcement action where necessary* | *Deterring the illegal dumping by investigation; long-term partnership with rangers and the council; might develop more programs based on the partnership* | *Not willing to be partner; the enforcement of illegal dumping might fall apart* | *Invite to meetings and site visits initially;*  *Regular email and phone communication afterwards* | *Yes* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

Please add or remove rows as needed.

# Section D - Budget

This part of the EOI application is a separate Excel document and can be downloaded from our website. See Aboriginal Land Clean Up Program, Application Budget template.

Complete the Excel document and include it as an email attachment when submitting your application.

# Section E – Administration and authorisation

### E.1 Administrator details

**Only complete if another organisation is going to administer this grant for you**.

|  |  |
| --- | --- |
| Name of organisation |  |
| ABN |  |
| Postal address |  |
| Suburb |  |
| State |  |
| Postcode |  |
| Registered for GST (Y/N) |  |

### E.2 Authorisation for Administrator

**Only complete if another organisation is going to administer this grant for you**.

Has the LALC provided written support for the above organisation to administer the grant on behalf of the LALC? The written support should include an outline of the LALCs roles, responsibilities and commitment to the project.

Yes (please attach with EOI)

No (the project will not be eligible)

### E.3 Contact details in administrator organisation

Only complete if someone is going to administer this grant for you.

| Title |  |
| --- | --- |
| Name |  |
| Job title |  |
| Daytime phone |  |
| Mobile phone |  |
| Email |  |

### E.4 Authorisation

Provide the name of one office-bearer in your organisation (e.g. Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application.

| Name |  |
| --- | --- |
| Title/position |  |
| Organisation |  |
| Email |  |
| Phone number |  |
| Date |  |

# Section F – How to submit your EOI

| Email to  Mail to | [ALCUP.program@epa.nsw.gov.au](mailto:ALCUP.program@epa.nsw.gov.au)  Regional Delivery  Waste and Resource Recovery Branch  NSW Environment Protection Authority  PO Box 668  Parramatta NSW 2124 | * Please email the application form as a Word document- **DO NOT PDF** * Please email the Application Budget Spreadsheet as an Excel document. **DO  NOT PDF** * You can email attachments as Word, Excel, or PDF documents * Please note: Emailed applications must not be larger than 10MB, including all attachments * You may need to send more than one email to submit the entire application. Please ensure you use a consistent email title with an indication of the number of emails being sent (e.g. ‘*your organisation name* ALCUP application- email 1 of 2’). * The EPA will acknowledge receipt of your email within two working days. If you have not received notification it is your responsibility to contact the EPA to make sure your application is received |
| --- | --- | --- |