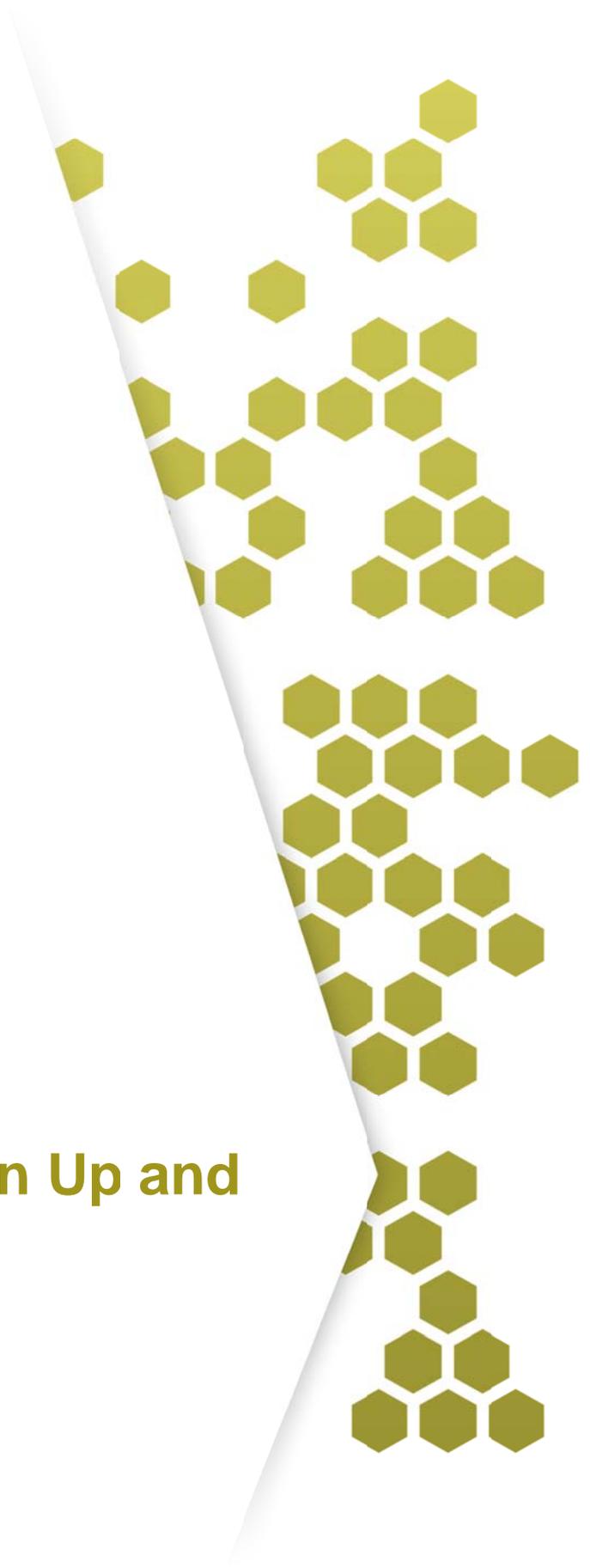


Aboriginal Land Clean Up and Prevention Program

Guidelines 2014–15

www.epa.nsw.gov.au



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1. Introduction

Illegal waste dumping is a widespread problem in NSW. It involves disposing of any waste larger than litter onto land or into water.

The consequences of illegal dumping on both private and public land include environmental, social and financial impacts, including health risks to the community.

The NSW Environment Protection Authority (EPA) acknowledges that the health and wellbeing of Aboriginal people are related to the protection of the environment. Illegally dumped waste affects Aboriginal communities by disturbing their cultural values and their relationship with Country.

The Aboriginal Land Clean Up and Prevention (ALCUP) program, funded under the NSW EPA's Waste Less Recycle More initiative, is providing grants of \$5000 to \$50,000 to Local Aboriginal Land Councils (LALCs) to manage illegal dumping on private land owned by Aboriginal communities.

Funding offered under the program aims to:

- decrease rates of illegal dumping occurring on Aboriginal-owned land in NSW, and protect Country and culture
- build capacity to alleviate the impacts of illegal dumping through clean up, deterrence and prevention
- build collaborative approaches and partnerships to create awareness, build capacity, and engage in knowledge sharing.

Expressions of interest are due by **5 pm, Friday 30 January 2015**.

2. Before you start

Putting together a strong application takes time and planning.

Before applicants begin their application, they should read through these guidelines to check:

- eligibility requirements
- application closing dates
- assessment criteria.

Illegal dumping prevention and clean up: handbook for Aboriginal communities (Department of Environment and Climate Change 2008) has been developed to advise applicants and their partners with establishing and maintaining their projects. View the document at www.epa.nsw.gov.au/waste/illdumpabcommshandbook.htm.

Need advice? NSW EPA staff can advise on these guidelines and types of activities that grants are provided for. Contact us between 9 am and 5 pm (Monday to Friday) on 02 9995 6524 or email illegaldumping.strategy@epa.nsw.gov.au.

3. Eligibility and funding criteria

3.1 Who can apply?

The following organisations can apply for grants:

- NSW LALCs
- government agencies, local councils, non-government organisations, consultants and other entities working in partnership with a LALC.

3.2 What are the eligibility criteria?

- Projects must be located in NSW.
- Applicants must be able to demonstrate that they are a LALC entity, or have the formal support of LALCs that manage the site on which the project is proposed.
- Projects must be relevant to the management of illegal dumping on Aboriginal-owned land and involve the clean up, prevention and deterrence of illegally dumped waste.
- Applicants must have the means or support available to complete the project and related administrative work by the required date.
- Applicants must have the capacity to administer the grant funds, or a letter of support from an incorporated organisation that will administer the grant funds, indicating their willingness to be responsible for managing the funds, administering the grant and keeping financial records of the grant activities.
- Projects must start after the grant has been received and be completed within 12 months.
- Applicants must not have any outstanding acquittals from previous NSW Government funding.

3.3 What projects will not be funded?

The following projects will not be funded:

- projects that have already commenced.
- projects that would use the grant for:
 - a high percentage of or total direct labour costs
 - administration costs over 15% of the project budget
 - infrastructure projects such as building purchase, removal, renovation or maintenance
 - purchase of major capital items, defined as building improvements and equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and at an individual cost of \$1000 or more
- projects and activities that are not directly related to, or are not for the dominant purpose of, achieving the clean-up, and long term prevention and deterrence, of illegal dumping.

3.4 Funding conditions

- Grants will be between \$5000 and \$50,000 (GST exclusive).
- All applications must be received on the NSW EPA application form.
- All successful applicants must attend a compulsory planning workshop, and work with the NSW EPA to develop a project plan including a budget statement for the project with supporting documentation including all in kind contributions and a monitoring and evaluation plan.

- All projects must be able to start and finish within the year in which the grant is received. Any unnecessary delay may result in the withdrawal of the grant funding.
- All successful applicants must submit a final financial acquittal report.
- All successful applicants receiving funds of over \$15,000 will be required to submit a progress report in addition to a final acquittal report.
- Ten percent of total grant funds will be withheld until a final acquittal report has been submitted.
- Funds granted must be spent on the activities outlined in the application and as approved by the NSW EPA.
- Any changes to the project expenditure must be submitted to NSW EPA in writing for approval.
- In the event of cancellation of a funded activity, the NSW EPA must be notified in writing and unspent funds returned to the NSW EPA immediately.
- Any total unspent funds must be returned to the EPA.
- All material published about the project, including documents, presentations and media releases must acknowledge funding and support from the NSW EPA.
- The NSW EPA reserves the right to publish articles about the project on its website and in publications. Applicants must state their requirements for commercial or personal confidentiality.
- Successful applicants must follow sound governance practices and comply with all laws and regulations, e.g. occupational health and safety, equal opportunity, WorkCover, planning and building permits.
- Applicants or their nominated partner are responsible for ensuring there is public liability insurance cover for the project, and must indemnify the NSW EPA against any legal claims arising out of the project.
- Final financial reports for grants over \$20,000 must be certified by an independent certifier as follows:
 - 1 A member of the Institute of Chartered Accountants, the Australian Society of Practising Accountants or the National Institute of Accountants must certify your financial report and submit a 'Report on Factual Findings' as per Australian Auditing Standard AUS 904.
 - 2 The certifying accountant should ensure that:
 - a. the financial report accurately reflects income and expenditure for the project
 - b. all payments were supported by adequate documentation to show that expenditure was for bona fide goods and services related to the project
 - c. competitive pricing was obtained for all individual items of expenditure of \$5,000 and over.

Final financial reports for grants under \$20,000 do not require independent certification. Applicants must, however, sign and attach a statutory declaration certifying the accuracy of their financial report.

3.5 Accountability and reporting

All successful applicants approved for funding will be required to enter into a grant agreement with the NSW EPA.

Funds will be released according to the terms and conditions set out in the funding agreement.

Successful applicants must provide the NSW EPA with progress reports and a final report as detailed in the grant agreement. Each report allows successful applicants to provide details

on activities and achieved project measures. It also provides the opportunity to reflect on the implementation and application of the monitoring and evaluation plan and project evaluation. Understanding how the project has made a difference and conveying this accurately to the NSW EPA is important in helping to guide future funding and environmental management decisions.

4 Supporting information to include in an expression of interest

4.1 Partnerships

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

- gaining support for the project from a wider audience
- gaining in-kind support
- sharing responsibility for the project outcomes.

Applicants should provide evidence of project partners' support when submitting their application.

A grant can be administered by any entity holding an ABN and a legal name, and in partnership with a LALC. Applicants should choose an administering body before submitting an application or proposal to the NSW EPA, as the name and details of the administering body must be included in the expression of interest.

When choosing the person or organisation to administer the funding, discuss and agree on:

- the level of involvement the administering body will have in the project, i.e. is it only the management of finances or will their involvement be broader?
- the roles and responsibilities of other people involved in the project
- whether a fee is to be charged for the services of the administering body, and if so, what that fee will be
- what services will be provided.

Services might include:

- payment of wages to personnel through the administering body's payroll system
- arrangement of insurance and other legal requirements for the project
- use of equipment
- financial and budget advice for the duration of the project
- marketing, promotion and publicity expertise for the project.

If the expression of interest is approved by the NSW EPA, draw up a written agreement listing the services the administering body will provide. This agreement should be signed by the applicant and the administering body before the project starts. This helps to avoid misunderstandings and disagreements.

During the project:

- if an administering body has concerns that the grant is not being spent for the purpose for which it was provided, it should notify the grant recipient and try to resolve the problem
- if an administering body is unreasonably withholding payment of the grant to the grant recipient, the grant recipient should notify the administering body and try to resolve the problem
- if the problem cannot be resolved, both parties should contact the relevant contact officer at the NSW EPA to discuss the situation.

5. Budget

The budget is an important component of an application.

A complete budget report outlining the expected grant expenditure is required to be submitted with the expression of interest. Organisations will need to clearly indicate the amount of grant funding sought, all income from other sources and in-kind support.

For further information on how to complete a budget report, refer to the Excel file: Section C: Application budget.

5.1 Funding from multiple sources

Some large or long term projects may require joint funding. Applicants should advise the NSW EPA if they:

- have secured funding from another source for similar or related activities as those funded by the grant, and clearly identify who is paying for what
- have current applications lodged with other funding sources
- receive other funding for the project.

5.2 In-kind contributions

The NSW EPA values in-kind contributions. They show broad support and provide value for money. Therefore, please outline in-kind contributions from both the applicant's organisation and other sources in the application form. Provide a financial value for these contributions.

Examples of in-kind contributions are:

- contribution of staff, equipment and material
- waiving and discounting disposal fees and costs
- contribution of resources for project administration, education, media or project activities.

5.3 Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest that they may be aware of in relation to the awarding of a grant. This is particularly relevant where the project is to be carried out by the applicant or a contractor closely associated with the applicant, or where the applicant will derive a personal benefit from the project. Each situation will be assessed on its merits and environmental need, and the governance arrangements in place to manage potential and perceived conflict.

5.4 Longer-term projects

If a project is part of a long-term plan and an applicant intends to apply for more funding in future years to be able to continue works on the site or expand into adjacent areas, they should provide a strategy stating their intentions. Applicants should clearly outline how the outcomes from this project will be capitalised on in any potential future projects, and should include details of what other work needs to be done in the future if more funding can be secured to achieve long-term goals. This information should be attached (maximum two page plan).

5.5 Project location

Applicants should provide the location of the main project site. Applicants can identify the longitude and latitude of the project using a conventional map Google maps. To use Google, go to maps.google.com.au and find the project location, right click on the map and in the

menu that appears, select 'what's here'. The coordinates will appear in the search box above the map. Please provide the coordinates shown for both latitude and longitude in the spaces provided in the application form in decimal degrees to at least four decimal places, for example, latitude = 33.1544, longitude = 150.5411.

5.6 Maps

Maps are an essential component of the application. A good map allows the committee to better assess the project. All elements of the application should be shown in the map or maps submitted with the application.

Approaching project partners for assistance with mapping is recommended for applicants who cannot produce a map which meets the below requirements. Google Earth or similar freeware can be used to produce a basic map, including points, lines and polygons to display locations of proposed activities.

Maps should:

- be A4 only (anything larger than A4 will not be sent to the committee) – provide more than one map if the site cannot fit on one page
- be to scale and have a readable scale bar – the scale must not be over 1:5,000
- include imagery (satellite or orthophoto)
- include contour lines to help show the topography of the site, particularly where a small, steep area is proposed as the works site
- contain a north point
- include a legend
- show the location of proposed activities such as clean-up activities, and infrastructure such as fences, gate, signs, mounds and boulders
- show neighbouring boundaries
- show other relevant existing features e.g. waste management facility, gates, roads, tracks, fences, buildings, waterways.

5.7 Photos

Provide photographs that show the type and amount of waste dumped, and dumping location.

6. Assessment criteria

Selection for the ALCUP program grants is a statewide, merit-based process. Applications will be assessed by the program’s independent technical committee against the assessment criteria set out in the following table. Beside each assessment criterion is a reference to the section of the application form that contains questions relevant to that criterion.

Assessment criterion 1: Consistency with program objectives	Section of application form
<p>Clear explanation of the illegal dumping issue to be addressed</p> <p>Demonstrated need for the project, based on how it will make a difference to the above issue</p>	Refer to B1–B2
Assessment criterion 2: Efficiency and effectiveness	
<p>Activities clearly targeted to addressing the illegal dumping issue, and the project objectives</p> <p>Degree of stakeholder involvement and partnerships, and how these will be achieved</p> <p>Likelihood that the project continues to have an impact beyond the funded period e.g. contributes to property management plan, fire management plan</p>	Refer to B3–B12
Assessment criterion 3: Demonstrated ability to deliver the project to a high standard	
<p>Sound project planning and methodology</p> <p>Consideration of adequate timeframe for achieving activities</p> <p>Appropriate expertise in relevant field and project management skills</p> <p>Examples of similar work or demonstrated success between proposed project partners</p>	Refer to B3–B12
Assessment criterion 4: Value for money	
<p>The total budget is adequate to achieve the project activities and will ensure the success of the project overall</p> <p>Appropriateness of the total budget for:</p> <ul style="list-style-type: none"> materials and other direct project costs professional expertise in-kind support (e.g. equipment, machinery) from other organisations Voluntary expertise/labour 	Refer to section C of the application form and the Excel file – ‘Application budget’

7. Submitting an expression of interest

The 2014–15 ALCUP grant round involves a two-stage application process.

1. The first stage will be to invite expressions of interest from eligible organisations.
2. Successful applicants will be invited to complete a formal project plan including a monitoring and evaluation plan.

Expressions of interest are to be submitted no later than **5 pm, Friday 30 January 2015**.

7.1 Attachments

Any additional material submitted with the application must be kept to a minimum. This is particularly important when emailing applications e.g. email a maximum two-page extract of the management plan rather than the whole plan.

Large attachments will not be forwarded to the technical committee.

Example of an acceptable number of attachments:

1. A4 maps
2. Extracts from people's curriculum vitae or resumes (maximum two pages each)
3. Photos of the project site showing the issue to be addressed
4. Letters of support
5. A plan for longer-term (staged) projects (maximum two pages)

Email the application to illegaldumping.strategy@epa.nsw.gov.au or post it to Illegal Dumping Coordination, Waste and Resource Recovery Branch, NSW Environment Protection Authority, Po Box A290, Sydney South NSW 1232.

8. Assessment of expressions of interest

Expressions of interest will be assessed by an independent technical committee with a broad spectrum of experience and knowledge relating to the ALCUP program.

The committee will assess all submitted expressions of interest against the outlined assessment criteria.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Organisations that submitted an unsuccessful expression of interest will be advised in writing and given the opportunity to seek feedback.

Successful applicants will need to attend a mandatory workshop and work with the EPA to complete a more detailed project plan, and monitoring and evaluation plan.

Progress and final reporting will draw on these plans.