

# Reducing Illegal Dumping on NSW Charitable Recyclers (RIDCR) 2016 Guidelines

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## Expression of Interest

The Environment Protection Authority (EPA) is seeking Expressions of Interest (EOI) from registered NSW charitable recyclers to prevent illegal dumping occurring outside charity shop frontages and around registered charity donation bins.

The program is funded under the NSW EPA's Waste Less Recycle More initiative and addresses Action 21 of the *NSW Illegal Dumping Strategy 2014–2016*: fund an annual program for local communities, charitable organisations and volunteer groups to help them prevent illegal dumping.

## Funding options

There are two funding options available to registered NSW charitable recyclers:

- **Funding Option 1 – Collateral:** Illegal dumping prevention collateral for charitable recyclers shop fronts, charity donation bins and vehicle fleet.
- **Funding Option 2 – Infrastructure:** Illegal dumping prevention infrastructure for charitable recyclers who have also applied for funding option 1.

EOI are open on an ongoing basis until funding is exhausted.

Funding will be allocated to organisations who can best demonstrate ability to implement the requirements of the project.

To be eligible for funding NSW Charitable Recycler Organisations **must be a registered charity** and provide evidence of this within the EOI.

## Introduction

It is estimated that 40% of donations to charities in NSW are unusable, with illegally dumped waste burdening charities with at least \$3 million in disposal costs a year.

In December 2013, the EPA launched its Pilot Program to Reduce Illegal Dumping on Charitable Recyclers. Under the pilot program, the EPA funded eight projects, which trialed a number of prevention and deterrent methods, including cameras and signage together with education and awareness-raising campaigns.

One of the findings of the pilot program revealed there is a need for consistent signage and messaging across charity shop frontages and donation bins to communicate the anti-illegal dumping message. In response, the EPA has developed collateral for charities to install outside shop frontages and on recycling donation bins to encourage donators not to leave goods on the footpath or outside the bin. By making signage available to all charities consistent, easy to understand, messaging can be delivered across the state.

## Before you start

Before applicants begin their EOI, they should read through these guidelines to check eligibility requirements and conditions of funding.

Need advice? NSW EPA staff can advise on these guidelines and types of activities that grants are provided for. Contact us between 9am and 5pm (Monday to Friday) on 02 9995 6467 or email [illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au).

## Funding Option 1 – Collateral

### Eligibility criteria

The following are eligible to apply for Funding Option 1:

1. NSW charitable recycler organisations which are registered charities and provide evidence of this.
2. Individual stores of NSW charitable recycler organisations which are registered charities and provide evidence of this.

**Note: if an individual store is applying for collateral, the store should seek to ensure their organisation is not submitting an EOI to obtain collateral for their store location.**

### Funding criteria

The EPA have created illegal dumping prevention collateral to be used by registered charities across NSW. Funding Option 1 – Collateral includes the print and delivery of collateral to successful applicants.

Available collateral will be distributed prorated across successful applicants. Applicants are required to install all collateral within one month of delivery.

Collateral should only be installed on the following mediums:

1. registered charity donation bins
2. registered charity shop frontages
3. registered charity vehicle fleet.

Applicants are required to submit an address list of all store frontages and charity donation bins for requested collateral. This list should include a collection schedule for each charity donation bin and should be submitted as an attachment to the EOI.

Applicants applying for funding option 1 are requested to provide the EPA and pertinent Local Government staff members access to private land to allow for evaluation of the effective of collateral on illegal dumping levels at registered charity sites (see EOI for further information).

### Proof of collateral installation

Organisations applying for collateral are required to submit evidence that the stickers have been appropriately installed.

#### Under 10 sets of collateral

Applicants applying for less than 10 stickers are required to provide photographic evidence of all collateral installed.

#### Over 10 sets of collateral

Applicants applying for over ten sets of stickers are required to:

1. provide photographic evidence of at least 10 examples of collateral installed
2. have the project manager write to the EPA confirming that all collateral received has been appropriately installed within 30 days of receipt.

**Note: failure to provide evidence of installed collateral may result in future EPA funding applications being viewed unfavourably.**

## Available collateral

A range of collateral in bright fluoro colours will be produced, with charity bin donation stickers measuring 400mm x 100mm. If sufficient demand exists larger format stickers (800mm x 200mm) will be produced for use in shop windows or on trucks and vans.

Please review the available collateral messaging shown on the attached Expression of Interest form before deciding which messaging is best tailored to your illegal dumping problem.

## Funding Option 2 – Infrastructure

### Eligibility criteria

#### Who can apply?

Registered NSW Charitable Recyclers who are also applying for RIDCR Funding Option 1 – Collateral.

#### What projects will not be funded?

The following projects will not be funded:

- Projects that propose to use the funding for the clean-up and disposal of illegally dumped material.
- 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 long term prevention and deterrence, of illegal dumping.
- Projects which focus on the clean-up of small litter items (such as cigarette butts, cigarette packets, food containers, plastic bottles, confectionary wrappers). Details about littering grants can be found here: [Litter Prevention Grants Program](#)

### Funding criteria

- registered NSW charitable recycler organisation can only apply for one infrastructure program grant per organisation
- individual infrastructure grants are up to the value of \$7,000
- projects will run over a six-month period
- projects must be located in NSW
- projects must be relevant to the prevention of illegal dumping on NSW Charitable Recyclers.

For the purpose of this program illegal dumping prevention infrastructure includes:

- surveillance – installation of cameras and/or monitoring services
- lighting
- fencing and gates
- education programs.

**Note: If applying for surveillance, applicants are encouraged to work with their Local Council to report and monitor illegal dumping incidents. The EPA recommends checking surveillance footage at least weekly to ensure cameras are functioning.**

Successful applicants who have applied for infrastructure are required to keep receipts of equipment purchased.

## Infrastructure program evaluation

To be eligible for funding, successful applicants are required to complete a [short feedback form](#) after the completion of the project to enable program acquittal. The feedback will provide the EPA with insight into the success of individual projects on preventing illegal dumping.

**10% of program funding will be withheld until the completed feedback form has been received.**

Successful applicants are required to wait one month after infrastructure implementation before completing the feedback form, this will allow for the infrastructure outcomes on illegal dumping to be captured within the feedback form.

## Assessment criteria

Expression of Interest will be assessed on the proposed actions to target illegal dumping and the ability to deliver the project. Evidence of in-kind support will be viewed favourably.

Expression of Interest will be assessed on the following criteria:

- ability to demonstrate a clear explanation of the illegal dumping issue to be addressed
- demonstrated need for the project, based on how it will make a difference to the above issue
- likelihood that the project continues to have an impact beyond the funded period
- sound project planning and methodology
- consideration of adequate timeframe for achieving activities
- the total budget is adequate to achieve the project activities and will ensure the success of the project overall.

## Budget

A 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.

The NSW EPA values in-kind contributions. In-kind contributions show broad support and provide value for money. Please outline in-kind contributions and provide a financial value for these contributions within your EOI application. Examples of in-kind contributions include:

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

This part of the EOI is a separate Excel document and can be [downloaded from our website](#). Please complete the Excel document and attach to the EOI form, or include as an email attachment.

## Photographs

Photographs that show the type and amount of waste dumped and the dumping location should be submitted with the EOI application.

## **Financial conditions**

- Individual infrastructure grants are up to the value of \$7,000.
- Up to 100% of funding may be used to fund salaries for education and illegal dumping prevention only.
- Funds granted must be spent on the activities outlined in the application and as approved by the NSW EPA.
- Any total unspent funds must be returned to the EPA.
- Funding will be paid to the successful applicants directly, funds will not be paid to individual subcontractors.
- Ten percent of program funding will be withheld until the completed feedback form has been received.

## **Proposed project amendments**

- 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.

## **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 are required to complete a short electronic feedback form after the completion of the project to enable program acquittal.
- Ten percent of total grant funds will be withheld until the completed feedback form has been submitted.

## **Project promotion**

- Successful applicants will be required to liaise with the EPA in relation to media or other promotion of the project and will be required to acknowledge the funding contribution made by the EPA through the Waste Less, Recycle More initiative.
- 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 not publically promote their receipt of RIDCR grant funding until the program has been formally announced e.g. by the Minister.

## **Insurance and governance practices**

- 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.

## **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.

## Assessing applications

Eligible EOI applications will be assessed by the EPA Illegal Dumping Coordination Unit and an independent representative from Local Government NSW.

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.

## Application process

EOI applications must use the Reducing Illegal Dumping on NSW Charitable Recyclers Program 2016 EOI from available on the [EPA website](#).

EOIs are accepted on an ongoing basis until funding is exhausted. Your EOI and any supporting documents should be submitted to: [illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au) with a subject heading: *Reducing Illegal Dumping on NSW Charitable Recyclers Program 2016 EOI* -. Email applications are preferable; however applications may also be submitted via post to:

Environment Protection Authority  
Attention: Illegal Dumping Co-ordinator  
PO Box A290  
Sydney South NSW 1232  
Fax: (02) 9995 5999

For enquiries, email [illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au)

## Successful applicants

The EPA will endeavour to notify successful applicants within one month receiving the EOI. Successful applicants will be required to submit the following information prior to the commencement of the project:

- invoice made out to the Environment Protection Authority
- signed funding agreement.

Once signed funding agreement and invoice has been submitted to the EPA, the first payment of grant funding will occur.