



# Community Litter Grants Guidelines



## Guidelines

This document sets out the objectives of the Keep Australia Beautiful WA Community Litter Grants Program. It defines applicant eligibility, selection criteria, the conditions for the awarding of the grant and the grant application process.

## Overview

Keep Australia Beautiful Western Australia's (KABWA) Community Litter Grants provide financial support and guidance to individuals, communities and organisations for the implementation of projects which make lasting changes to reduce litter and change littering behaviour.

The grant program encourages integrated litter prevention, incorporating education, infrastructure and enforcement as key elements and which are consistent with the Keep Australia Beautiful Council's (KABC) Litter Prevention Strategy for Western Australia (available [here](#)).

## Level of Funding

KABWA will provide grants of up to \$10,000 for regional projects/major initiatives and up to \$5,000 for single municipal projects/local area projects. The granted amount may vary from the original request due to the number of applications in a funding round. This will be issued as 2 payments.

***The first payment is 80% of the total grant and the final 20% upon completion of the project evaluation.***

***Financial and/or in-kind contributions from project partners will be expected.***

## Who can apply?

- Local government
- Small to medium enterprises
- Local associations
- Community groups
- Events and Festivals
- Schools

## KABWA Funding Priorities

- Projects which make lasting changes to reduce litter and change litter behaviour.
- Projects which include the following sites: sporting and recreation venues, shopping and commercial precincts, roadsides and waterways.
- Projects which address specific issues such as: cigarette butts and beverage containers.
- Trial projects which will develop a model for future litter projects.
- Projects that can continue after the initial support from the grant.
- Measure the cost against anticipated benefit.

## Eligibility

All eligible applications must:

- Demonstrate engagement of key stakeholders in the planning and delivery of the program. Involvement of your local community should be a consideration.
- Demonstrate initial research and be based on best available practice through an integrated approach (information for your research can be found at [www.kabc.wa.gov.au](http://www.kabc.wa.gov.au)).
- Be consistent with KABC's [Litter Prevention Strategy for Western Australia](#).
- Evaluation of the project outcomes including litter reduction and changes in littering behaviour.
- Be an original idea for tackling the litter problem in your area.
- Contribute resources towards their project, either financial or in-kind.
- Have the potential to be a model for other initiatives.
- Be completed and reported on by 5.00pm Friday 31 May 2019.



## Projects considered inappropriate for funding

Funding will not be provided for projects which:

- Only address infrastructure (i.e. only the purchasing and installation of bins).
- Only comprise litter clean ups.
- Include travel interstate or overseas.
- Include payment of staff time or wages.
- Is a project that has received a prior Keep Australia Beautiful WA grant.
- Request retrospective payments for projects that have already begun.

## Assessment criteria

Eligible projects will be assessed against the following:

- Research
  - A stated understanding of the litter problem in the project area.
  - Consider research into litter prevention strategies as described by other organisations nationally and/or internationally.
- Scope of the project
  - Does the project have a far reaching effect on the community?
  - Is there an educational component to influence long term litter prevention behaviour change?
- Partnerships
  - Engagement of stakeholders in the planning, delivery and continuation of the project.
- Integration
  - Use a combination of approaches to litter reduction.
- Innovation
  - Whether the project possibly provides a model for others.
  - Does it introduce a new solution to the problem?
- Cost effectiveness
  - Measure the grant cost against anticipated benefits to the community.
  - Has the applicant secured further funding including co-contributions and in-kind support?
- Evaluation
  - Measurable short and long term objectives based on sound research, planning and evaluation.
  - Litter audit, surveys or other methods of appraising the project conducted at the beginning, during and at completion of the project.

## Conditions

- Before funding is approved, the applicant must advise KAB WA whether it is registered or required to be registered for GST purposes. The organisation must have an ABN registration. This information is required on your application form.
- Allocation of funding may be used **only for the purpose outlined in the 'agreement'** based on information supplied in the application. Failure to do so may result in refusal to pay the final payment or a requirement to repay all funds.
- Recipients must formally acquit their grant funds within four weeks of the completion of the project and prior to final acquittal date, Wednesday 23 May 2018. Acquittal and evaluation forms will be provided.
- An acknowledgment of funding assistance by **Keep Australia Beautiful Western Australia** must be included in any advertising and on any material relating to the project for which the funds were allocated including the KABC logo (email [grants@kabc.wa.gov.au](mailto:grants@kabc.wa.gov.au)).



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|--|------------------|
| <b>1. PROJECT TITLE AND SYNOPSIS</b>   | <b>40 words</b>  |
| - Begin with a memorable title.  |                  |
| <b>2. PROJECT DESCRIPTION</b>  | <b>150 words</b> |
| - This section should include a clear rationale for the project, include information about the problem you are addressing, how you propose to solve the problem and what you hope to achieve.              |                  |
| - What is your key project message? Why was it chosen?   |                  |
| <b>3. LITTER ISSUES</b>  | <b>150 words</b> |
| - Use the research of your specific litter issue to explain the project's objective.   |                  |
| - Ensure the project objectives are specific, measurable and achievable.   |                  |
| <b>4. TARGET AREA/GROUP/ PARTICIPANTS</b>  | <b>150 words</b> |
| - Define the project area and briefly describe the location.   |                  |
| - Using demographic information such as age, gender and ethnicity, define the group and size of the target audience that the project seeks to educate.   |                  |
| - Indicate the number of volunteers that are proposed to be involved in the project (if any) and the number of volunteer hours worked that will be contributed overall to the project by those volunteers. |                  |
| <b>5. PARTNERSHIPS</b>   | <b>100 words</b> |
| - List all groups that are partners in this program and what they are contributing.  |                  |
| <b>6. PROJECT STRATEGIES</b>   | <b>250 words</b> |
| - Provide details on how the strategies will support the project objective and implementation.   |                  |
| - What other litter reduction strategies have you investigated in your project planning?   |                  |
| - Is this a staged project – if yes, which stage is this application referring to?   |                  |
| - Detail how you will reduce waste, reuse or recycle materials and minimise impact on the environment during delivery of your objectives.  |                  |
| - Include a variety of behaviour change components.  |                  |
| - Can your project be easily adopted by other communities?   |                  |
| <b>7. FUNDING PRIORITIES</b>   | <b>150 words</b> |
| - Outline how the project meets all of the KABC funding priorities as outlined on page 2.  |                  |
| <b>8. EVALUATION</b>   |                  |
| - State the project objectives and the proposed evaluation method for each item. (Eg. Audits, photographic evidence, design briefs, questionnaires etc).   |                  |
| - The evaluation needs to include tangible results to show the success of the project.   |                  |
| - The evaluation methods need to be decided upon before the project commences.   |                  |
| <b>9. PUBLICITY OF PROJECT</b>   | <b>100 words</b> |
| - Outline strategies to launch, publicise and promote the project and its 'key message' to your community and broader areas.   |                  |
| - <b>State opportunities for acknowledgement of KABC funding and use of our logo.</b>  |                  |
| <b>10. PROJECT ACTIVITIES</b>  |                  |
| - Include a list of project activities and objectives in the timeline document including start and finish dates.   |                  |
| <b>11. BUDGET</b>  |                  |
| - An itemised breakdown of estimated project costs and financial support is required.  |                  |
| <b>12. DECLARATION</b>   |                  |
| - Signed declaration from both applicants.   |                  |

#### **Deadline for submissions**

Electronic applications are the preferred method of submission and should be emailed by:

**5.00pm Monday 25 June 2018**

**[grants@kabc.wa.gov.au](mailto:grants@kabc.wa.gov.au)**

***Please mark subject: 'Organisation Name' Community Litter Grant Application 2018-2019***



**Keep Australia Beautiful Western Australia Community Litter Grants**