 

Community Fund

2014/15 

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Introduction:

The Community Fund 2014/15 is aMerseyside Recycling and Waste Authority and Veolia Environmental Services initiative to support the Merseyside and Halton Community and Voluntary Sector (CVS) for projects which deliver sustainable waste management.

**What’s on offer?**

This year’s fund is a total of £110,000 and will be split as follows:

* £40,000 to be allocated for up to three regional (i.e. Merseyside and Halton) wide projects with a maximum award of £20,000 for any one project.
* £70,000 to be awarded, to a maximum of £10,000, per project at individual district level.
* Any unspent funding in the regional pot will be reallocated to district level projects.

The aim is to provide greater support and ensure projects give the best value for money and make a real contribution to sustainable waste prevention, repair & reuse and recycling.

Applicants must be able to demonstrate their idea will work and satisfy a list of ten criteria – including engaging residents, promoting economic growth and permanently changing consumer waste habits

**Who can apply?**

You can apply for a grant under the Community Fund 2014/15 if you are;

* + A Registered Charity,
  + A Not-for-profit organisation which include social enterprises,
  + A Community, Neighbourhood or Voluntary group,
  + The Community work of faith group or,
  + A School, College or University

The term CVS is used throughout to collectively describe the above groups.

**The kind of projects we want to support**

The aim of the Community Fund is to support community projects which can deliver waste prevention, reuse, recycling and carbon benefits. We are interested in projects that have the potential to become models of good practice in sustainable waste management and help to change people’s behaviour.

**What we won’t pay for**

* Day to day running or on-going staffing costs
* Activities that start or happen before we confirm funding
* Anything that is the responsibility of a Local Authority dealing with waste materials
* Projects that mainly financially benefit an individual
* Activities with Political affiliation and aims
* The VAT element of your project that you can recover

**The Application Process**

Application to the Community Fund is a bidding process with all applications considered. This Fund is usually oversubscribed and that your project will be in competition with other applications. Your project will be assessed and scored against ten criteria that are:

* Each Section criterion can score a maximum of 10 marks;
* Total score available for a project is 100;
* Five quantity criteria (Sections 1 to 5) covering the outputs of the project and
* Five quality criteria (Sections 6-10) covering how the project will be delivered;

The scoring will be based only on the information you provide in your application so please ensure you include all relevant information and data.

All submitted applications will be considered and projects will be put forward for evaluation by MRWA and Veolia Senior Management. The final decision on awarding the funding will be made by Authority Members.

A copy of the criteria assessment sheet is attached at the end of this application.

**Application Period**

The Community Fund will be available for submission of applications from Monday 19th May until 23.59 pm Friday 13th June 2014.

MRWA’s aim is to complete the assessment process and award projects by the 8th August 2014.

*Keep for your records*

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**Application Form - Summary Sheet**

|  |  |
| --- | --- |
| **Name of Your Project** |  |
| **Name of your organisation** |  |
| **Address** |  |
| **Postcode** |
| **Telephone** |  |
| **e-mail** |  |
| **Website address** |  |
| **Contact Name** |  |

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| **What are the Total Project costs** |  |
| **How much Community Funding are you applying for this year** |  |

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| --- | --- | --- | --- | --- | --- |
| **Please indicate which district(s) of Merseyside and Halton your project will include; ** | | | | | |
| **Halton** | **Knowsley** | **Liverpool** | **Sefton** | **St Helens** | **Wirral** |
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| Please give a brief summary description of your project ( no more than 150 words) |
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| How did you hear about the Community Fund 2014/15 ? | | | | | |
| MRWA email, website or press release | Your District Council | A CVS mailing list | Authority Member or Councillor | Word of mouth (from whom) | Other  (please say) |
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**Quantity Sections**

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| --- | --- |
| **Section 1 Waste Recycling, Reuse or Repair** | |
| **GUIDANCE NOTE:**  Give the estimated amount of waste expected to be recycled or re-used or repaired during your project (in kg or tonnes). These will be items that are diverted from landfill.  (See the end of the application form for a list of standard weights for a range of items )  **EVALUATION MEASURE :** The amount of material diverted from landfill in Kg or Tonnes | |
| **Tell us how will your project will increase recycling or re-use and repair?** | |
| Estimated amount of waste material diverted from landfill in Kg or Tonnes |  |

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| **Section 2 Waste Prevention** | |
| **GUIDANCE NOTE:**  Give the amount of waste expected to be reduced or prevented during the project (in kg or tonnes). This can include use of composters, initiatives to change people’s behavior e.g. to reduce food waste or junk mail or household items that people no longer need but don’t enter the waste stream. This will be judged against the cost of the spend on the activity proposed measured against the savings MRWA will make from avoiding waste being sent to landfill.  **EVALUATION MEASURE:**  Value of waste prevention activities for every £1 spent against the costs of the project.  This will be calculated by MRWA based on the information you provide. | |
| **How will your project reduce the amount of waste produced or prevent it in the first place?** | |
| Value of all activities per £1 of the project costs.  This will be calculated by MRWA. |  |

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| **Section 3 Carbon Benefits** | |
| **GUIDANCE NOTE:**  The estimated amount of reduction in carbon dioxide emissions from the project (in kg or tonnes) will mainly be through recycling, diversion from landfill, waste prevention or reduction in travel. Waste materials have different levels of carbon impact. (See the end of the application form for a list which may help you identify the materials that maximise carbon benefits in your application)  **EVALUATION MEASURE:** C02 reduction in tonnes per waste stream  This will be calculated by MRWA based on the information you provide. | |
| **How will your project reduce the climate change/carbon impact of waste management?** | |
| Estimated CO2 reduction in tonnes  This will be calculated by MRWA. |  |

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| **Section 4 Project Engagement** | |
| **GUIDANCE NOTE:**  Give the number of people your project is committed to engaging through involvement in the project and/or attendance at events. You should also provide an optimum figure / stretch target that you may be able to achieve above and beyond the committed figure identified that would add value to your project.  **EVALUATION MEASURE:**  The cost per head of contact of engagement for an achievable and committed target.  Also identifying a potential optimum/stretch target for engagement above the level your project is committed to delivering. | |
| **Tell us how your project will engage with residents or stakeholders in Merseyside and Halton?** | |
| Cost per contact for committed target of engagement |  |
| Cost per contact for stretch target of engagement |  |

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| **Section 5 Economic Growth** | |
| **GUIDANCE NOTE:** This is the estimated number of full time, part time jobs created or safeguarded, or opportunities for recognised volunteering.  Identify potential for skills development in managing resources and waste.  **EVALUATION MEASURE:** Number of full time equivalent jobs ( which can be a ratio of Full Time, Part Time and Volunteering jobs) | |
| **How does your project support economic growth?** | |
| Number of full time equivalent jobs |  |

**Quality Sections**

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| **Section 6 Behavioural Change** | |
| **GUIDANCE NOTE:**  Demonstrate how the project will promote behavioural or cultural change, seek to encourage members of the community to participate in waste management activities such as waste prevention, re-use and recycling activities.  **EVALUATION MEASURE***:*  Demonstrate how you will evaluate and measure the impact on the behaviour of target audience before and after the project has been completed. | |
| **Explain how your project will encourage and** **promote behavioural or cultural change in the community?** | |
| Demonstrates before and after behavioural change |  |

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| **Section 7 Social Benefit** | |
| **GUIDANCE NOTE:**  What are the social benefits this project may bring through sustainable waste management e.g. which may enhance local places and environment, provide support to vulnerable members of the community.  **EVALUATION MEASURE***:* Value of the social benefits identified, and measurement of them | |
| **Explain what the social benefits of your project will be and how you will determine and measure these for this project?** | |
| Value of the Social benefits identified.  How benefit will be measured |  |

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| **Section 8 Project Planning** | | | |
| **GUIDANCE NOTE:**  Your project must have a detailed plan which clearly shows the tasks/actions, resources and finances allocated effectively leading to the outputs you have identified in the sections above.  Provide a timetable for your project activities and identify when/how the project will be delivered on time to budget.  You may plan your project to run for more than one year. However, should your application be successful this is no commitment from MRWA to fund the project over future years. You will still be required to submit the application for subsequent funding and address/meet any changes in evaluation criteria set for those future years. Your project will also be in competition with other applications submitted in future years.  **EVALUATION MEASURE:**  That measureable tasks, resources, timetable and realistic costs are identified. The amount of community funding requested is clearly identified. | | | |
| **What is your project plan?**  You can provide this on a separate sheet if easier.  (An example is provided at the end of this application form for advice. An Excel Spreadsheet is also available on request) | | | |
| Tasks identified |  | Timetable included |  |
| Resources Identified |  | Realistic costs included. Clearly Identified |  |

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| **Section 9 Managing your Project** | | | |
| **GUIDANCE NOTE:**  Identify the lead person and the people involved with the project showing the roles and responsibilities.  What are the risks which could prevent your project from being completed? Provide an assessment of how you will manage those risks.  **EVALUATION MEASURE:**  Suitable managementand appropriate risk management assessment provided which clearly identifies any potential threats and how they will be managed or avoided. | | | |
| **How will your project be managed?** | | | |
| Management identified |  | Risk Management Assessment identified |  |

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| **Section 10 Further Benefits** | |
| **GUIDANCE NOTE:**  This is the added value of your project and can include support such as;  in kind assistance of people, resources and or funding from other organisations or any other economic, social or environmental benefits you believe will occur from the project which have not been identified elsewhere in the application.  **EVALUATION MEASURE:**  Identifies additional benefits | |
| **Does your project provide any additional benefits?** | |
| Identifies additional benefits |  |

**Terms & Conditions**

**Please retain for your records**

If the funders make a funding offer it is subject to your agreement of the following terms and conditions.

1. The funders do not accept responsibility for any maintenance/ loss/ damage/theft or injury that may occur in connection with the project or to any equipment.
2. Funding will be offered by letter which will have an acknowledgement slip that should be signed by an authorised signatory and returned by e-mail or by post within two weeks of receipt of the award letter before monies are released.
3. Applicants must provide bank account details for the Organisation on headed paper together with copies of insurance cover and other supporting information and returned with the signed acceptance of the funding offer letter.
4. All receipts relating to project must be kept for three years from receipt of payment in case they are required by our auditors for accounting purposes.
5. If for any reason the project does not go ahead you must return the funding within a period agreed with the Authority. You will also be required to submit a written explanation as to why as soon as you know the project cannot proceed.
6. If for any reason the project does not meet the agreed targets you committed to in the application then you may be required to return some or all of the funding together with a written explanation of why those targets were not met.
7. As with most grant awards the funders require you to tell us how you spent the funding and what difference it has made. You are required to provide an end report on completion of your project. If your project will not be finished by then a progress report will also be required in mid-March 2015.

**NB. Future applications for funding may not be considered if a progress report has not been received**.

1. You will agree to a timetable of Communications activities which will be included with your offer letter
2. Your project will be used for news stories, on our website, in our annual plan and to encourage others to apply etc.
3. Acknowledgement of the funding body should be included in any communications’, press releases and media. A copy of the funders logos’ and the Community Fund logo in electronic format will be provided with guidelines on usage. A quotation from the funders for use in media release will be supplied on request. We will use pictures, quotes and case studies on our website, newsletters and in stories. The funders would appreciate inclusion on your website, blogs or other social media accounts.
4. Please be aware that further conditions may apply to your funding offer and these will be stated in your offer letter.

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| **Declaration** | |
| 1. I am authorised to make this application on behalf of my organisation 2. I confirm that the information contained in this application is correct 3. I will abide by the Terms and Conditions of the funding offer 4. I give permission for the funders to record details of my organisation electronically and to contact my organisation by phone, post or e-mail with information about other waste related activities and funding opportunities 5. I will acknowledge the funding award in any communications materials , website, newsletters etc. and agree that the funders can use the project for media information 6. I agree to provide the funders with a report when the project is completed, or with a progress update by mid-March 2015 followed by an end report six weeks after project completion 7. I agree to return all money to the funders if, for any reason, the project does not take place or fails to be completed or committed targets met as agreed by 31st March 2015 | |
| **I confirm that I understand and agree to abide by all the terms and conditions of this funding offer.** | |
| Signed |  |
| Project Name |  |
| On behalf of |  |
| Date |  |

**The information that you supply as part of your application for funding may not be secure if it is transmitted by e-mail or via the Internet. This is particularly significant if signatures and financial information or staff details are included. We do not have the necessary data encryption software to protect the information so would advise that applications are returned by post. If you send applications electronically you accept any potential risk.**

Please sign, keep a copy of your application for your records, and return the Application by 11.59 pm Friday 13th June 2014 to;

Community Fund Application 2014/15

The Strategy Section

Merseyside Recycling and Waste Authority,

7 Floor,

1 Mann Island

Liverpool

Merseyside

L3 1BP

Or return by email to[communityfund2014-15@merseysidewda.gov.uk](mailto:communityfund2014-15@merseysidewda.gov.uk)

For further information telephone 0151 255 1444

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| **Average Weight Values.**  Calculated from research carried out by the Furniture Re-use Network  Note: 1 tonne is 1000Kg*.( e.g. armchair = 0.035 te*) | | | |
| **Items** | **Weight in Kg** | **Items** | **Weight in Kg** |
| Armchair | 35 | Desk | 27 |
| Bed (single) | 15 | Dining Table | 20 |
| Bed (double) | 92 | Hi-fi unit | 12 |
| Bed (king) | 120 | Ironing board | 7 |
| Bunk/cabin bed | 50 | Lawn mower | 15 |
| Bicycle | 15 | Mattress | 15 |
| Bedroom unit | 50 | Piano | 100 |
| Bookcase | 18 | Sideboard | 38 |
| Cabinet | 15 | Sofa | 40 |
| Dining Chair | 7 | Stool | 5 |
| Chest of Drawers | 25 | Suite (3P) | 80 |
| Coffee Table | 15 | Wardrobe | 38 |
| Cupboard | 40 |  |  |
|  |  |  |  |

Example of Risk Assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk**  **or**  **Hazards** | **Impact –**  1: Insignificant, 2: Low,  3: Medium,  4: High,  5; Critical | **Likelihood**  1: Extremely unlikely,  2: Possible,  3: Likely,  4: Most likely, 5: Certain | **Risk Rating**  (I x L)  1-6 Low  8-12 Medium  15-25 High | **Mitigating**  **Action** | **Risk Rating after action** | **Remarks** |
| *Failure to retain sufficient and appropriate staff.* | *4* | *3* | *12* | *Retention and Recruitment Policy, Family Friendly Policy, Staff Development Scheme, Equality and Diversity Training, review of resources* | *8* | *Loss of skills and experience to deliver project* |
| *Trips and Falls - ingress and exit to building* | *3* | *2* | *6* | *Regular inspection audits by staff to inspect for potential trip hazards etc. , car park access route to building and entrance* | *4* | *All staff to ensure area is clean and tidy and free from trip hazard. Staff to monitor area during activity /event.* |

Carbon Value for Materials (this list is not exhaustive)

For assessment purposes the following carbon only metric is used to score 2014/15 projects and calculated by B x C = D

|  |  |  |  |
| --- | --- | --- | --- |
| **A**  Material | **B**  Conversion Factor.  ( Based on DEFRA’s Waste Data Flow) | **C**  Your anticpated tonnage | **D**  CO2  equivalent tonnes saved |
| Metal | 2.691 |  |  |
| Textiles | 1.808 |  |  |
| Plastic | 0.971 |  |  |
| Furniture | 0.918 |  |  |
| Paper & Card | 0.832 |  |  |
| WEEE ( i.e. Waste Electrical & Electronic Equipment) | 0.819 |  |  |
| Organic | 0.279 |  |  |
| Glass | 0.240 |  |  |
|  | | |  |
| Example |  | | |
| Glass | 0.24 | 4 | 1.44 Tonnes CO2 saving |

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| --- | --- | --- | --- |
| **ASSESSMENT CRITERIA**  Maximum score is 100 with a score for each Section of 10.  50 for quantity criteria (Sections Numbered 1-5) and  50 for qualitative criteria (Sections Numbered 6-10).  To be considered for funding a project must gain a minimum overall score of 40 ; | **Score 0-3**  Detail not included or very limited information provided  or  limited opportunity  /numbers.  A risk of not delivering. | **Score 4-7**  Details partially  met but  some key information not addressed or included | **Score 8-10**  Detail fully met with clear and near/ complete information provided; numbers are deliverable and challenging |
| **QUANTITY CRITERA** | | | |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Will the project increase recycling or re-use and repair?**   NOTE: Identifies an estimated amount of HH waste expected to be recycled or re-used or repaired during project (in kg or te’s). Or items that are diverted from landfill.  EVALUATION MEASURE : The amount of material diverted from landfill in Kg or tonnes |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Will the project reduce the amount of waste produced or prevent it in the first place?**   NOTE: Identifies the amount of HH waste expected to be reduced, prevented/avoided during the project (in kg or te’s) items that don’t enter the waste stream.  EVALUATION MEASURE: The value of the waste prevention activities for every £1 spent against the costs of the project based on information provided |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Will the project reduce the climate change/carbon impact of waste management?**   NOTE: The estimated amount of reduction in carbon dioxide emissions from the project (in kg or te’s). Through recycling, diversion from landfill, waste prevention or reduction in travel.  EVALUATION MEASURE: C02 reduction in tonnes per waste stream based on information provided |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **How the project engages with residents or stakeholders on Merseyside and Halton?**   NOTE: Identifies the number of people the project is committed to engaging through involvement in project and/or attendance at events.  EVALUATION MEASURE: Cost per contact or engagement for an achievable and committed target and also identifies an optimum target for engagement |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **How the project supports economic growth?**   NOTE: Identifies an estimated number of full time/part time jobs created, or safeguarded, or opportunities for recognised volunteering. Skills development in managing resources and waste.  EVALUATION MEASURE :Full time equivalent jobs  (can be a ratio of Full Time, Part Time , Volunteering roles etc) |  |  |  |
| **QUALITIVE CRITERIA** | | | |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Will the project promote behavioural or cultural change?**   NOTE: Demonstrates promotion of behavioral change or seeks to encourage participation in waste management activities such as waste prevention, re-use and recycling activities  EVALUATION MEASURE; Demonstrates before and after behavioural change |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **The social benefits from this project?**   NOTE: Identifies social benefits through waste management practices e.g. enhancing local places and environment, support to vulnerable members of the community  EVALUATION MEASURE; The social benefits identified |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Project planning?**   NOTE: Project plan with tasks, resources and finances allocated effectively and timetabled identifying when / how the project will be delivered on time to budget. Sustainable and potential for further years.  EVALUATION MEASURE; measureable tasks, resource, timetable and costs identified. Clear amount of funding requested. |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **How will the project be managed?**   NOTE: Identifies lead person and key people involved with the project showing roles and responsibilities. An appropriate risk assessment provided with clear mitigation and management of the risks involved.  EVALUATION MEASURE; Suitablemanagement. Risk assessment provided identifies potential threats and how they will be managed or avoided |  |  |  |
|  | Score 0-3 | Score 4-7 | Score 8-10 |
| 1. **Additional benefits?**   NOTE: This is the added value of your project and can include support such as in kind assistance of people, resources and or funding from other organisations or any other economic, social or environmental benefits you believe will occur from the project which have not been identified elsewhere in the application.  EVALUATION MEASURE; Identifies additional benefits |  |  |  |
| **OVERALL SCORE** | **/ 100** | | |
| **Comment** | | | |

**An Excel Spreadsheet Template is available on request.**

