



Merseyside Recycling and Waste Authority

COMMUNITY
FUND

Veolia

Community Fund 2017-18

Guidance

This Guidance includes a Frequently Asked Questions section and is accompanied by two other documents:

- **Stage 1 (Expression of Interest) form**
- **Terms and Conditions**

Please read this Guidance before attempting to complete the Stage 1 form. A Stage 2 application form will only be provided to applicants invited to submit a full application after the Expression of Interest stage (Stage 1).

1.0 INTRODUCTION

1.1 The Community Fund 2017-18 is a Merseyside Recycling and Waste Authority (MRWA) and Veolia initiative to support the Merseyside and Halton Community and Voluntary Sector (CVS) for projects which deliver sustainable household waste management.

1.2 The MRWA Mission Statement is “to contribute to the economic, environmental and social well-being of Merseyside by promoting the best use of resources and ensuring that waste is sustainably managed”.

2.0 WHAT’S ON OFFER?

2.1 This year’s fund is a total of £115,000 and will be split as follows:

- £59,800 to be allocated for regional (i.e. Merseyside and Halton) wide projects with a maximum award of £25,000 for any one project.
- £55,200 to be awarded, to a maximum of £8,000, per project at individual district level.
- Any unspent funding in the regional pot will be reallocated to district level projects.

2.2 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.

2.3 Applicants must be able to demonstrate their idea will work and satisfy criteria on:

- Improving household waste prevention, reuse, repair and recycling
- Reducing carbon emissions
- Engaging residents
- Creating jobs, training and volunteering opportunities
- Generating social benefits and creating added value.

3.0 WHO CAN APPLY?

3.1 You can apply for a grant under the Community Fund 2017-18 if you are a:

- Registered Charity
- Not-for-profit organisation (including social enterprises)
- Community, Neighbourhood or Voluntary group
- Faith group delivering community work
- School, College or University

3.2 The term Community Voluntary Sector (CVS) is used throughout to collectively describe the groups above.

4.0 THE KIND OF PROJECTS WE WANT TO SUPPORT

4.1 The aim of the Community Fund is to support community projects which can deliver household 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.

4.2 Projects will address household waste, i.e. the types of waste produced in the home, including garden and bulky waste, and typically collected by Council waste collection services or taken to Household Waste Recycling Centres, or alternatives eg. charity shops, by the householder. Household waste also includes waste from schools, litter and some other types of waste.

4.3 Some examples of previous community projects can be found at the link below amongst the 'We Are Stardust' video's

<https://www.youtube.com/user/MerseysideWDA/videos>

5.0 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, e.g. recycling collections
- Activities dealing with Commercial and Industrial waste, i.e. business or trade wastes or any other waste which is not household waste (see above)
- Projects that mainly financially benefit an individual
- Activities with political affiliation and aims
- The VAT element of your project that you can recover.

6.0 THE APPLICATION PROCESS

6.1 Applications must be submitted on the official application forms or they will not be accepted.

6.2 Applications will be considered only on the information you provide in your application so please ensure you include all relevant information and data.

6.3 The process is split into two stages. Stage 1 is open to all eligible organisations, whilst Stage 2 is by invitation only following assessment of Stage 1 applications.

STAGE 1: Expression of Interest Form

6.4 Applicants should include as much relevant detail as required in this form, but appendices can be included to highlight relevant background data. Answer boxes can be expanded if you need more space.

6.5 This stage of the application should provide sufficient detail on project outputs to allow us to invite organisations to submit final (Stage 2) applications. Please provide the calculations used to generate your project outputs.

6.6 Guidance on the 'Project Outputs' section of the Stage 1 form can be found below. Project management and planning details are not requested at Stage 1.

Waste prevention, reuse and recycling

6.7 Give the estimated amount of household waste expected to be prevented, reused or recycled during your project (in tonnes). These will be items that are prevented from becoming waste in the first place or are diverted from landfill by reuse or recycling. See the definitions below. Please ensure that you provide the TOTAL figure as required on the Stage 1 form and include your calculations.

6.8 Waste Prevention includes actions or choices that prevent the generation of waste in the first place. Prevention can include initiatives to change people's behavior e.g. to reduce food waste, junk mail, etc. Food waste prevention initiatives can include actions to improve food storage, portion control, basic cookery skills and the use of leftovers in preparing meals. Reuse and recycling are separate activities and should not be counted in the waste prevention tonnage.

6.9 Reuse includes repairing, checking or cleaning activities that allow items to be reused for the same purpose as originally intended e.g. refurbishing furniture or mending clothes or repairing a bicycle.

6.10 Recycling is where waste materials are reprocessed into products or materials for their original or other purposes, including composting of food or garden waste.

6.11 (See the Supporting Information at the end of this document for a list of standard weights for a range of items).

6.12 Successful projects will be responsible for ensuring that they have appropriate systems in place for any wastes they handle and that they do so in compliance with any relevant legislation.

Carbon benefit

6.13 The estimated reduction in carbon dioxide (CO₂) emissions from the project (in tonnes) will be met mainly through household waste prevention, reuse and repair, or recycling (all of which divert waste from landfill). Waste materials have different levels of carbon impact due to the energy consumed in the production of the material before it became waste. For example, recycling a tonne of aluminium cans provides a much greater carbon benefit than recycling a tonne of glass bottles.

6.14 MRWA will calculate an estimate of the CO₂ reduction in tonnes from your project. See the Supporting Information at the end of this document for a list which may help you identify materials which maximise carbon benefits in your application.

Engagement

6.15 Direct engagement is the number of people that your project is committed to engaging through direct involvement in the project and who directly benefit from the project. This figure includes, for example, people who you have one to one contact with and people who attend workshops, training sessions or other project events where there is direct contact with the person.

6.16 Wider engagement is an estimate of the number of other people your project will influence, for example through your social media campaigns, project publications and other community contacts and events. Please do not include estimates of local newspaper circulations.

6.17 Engagement figures should not include people counted in the 'Jobs, training and Volunteering' section of the Stage 1 form.

Jobs, training and volunteering

6.18 Paid full time equivalent (FTE) jobs created is the number of new paid jobs created by the project based on a 30 hour working week.

6.19 Paid full time equivalent (FTE) jobs safeguarded is the number of existing paid jobs safeguarded by the project based on a 30 hour working week.

6.20 Number of volunteers is the total number of unpaid project workers who will contribute to the delivery of the project.

6.21 Number of volunteers receiving training is the number of volunteers identified above in 'Number of volunteers' who will receive organized skills training as part of the project, e.g. cookery skills, reuse / repair skills, personal development skills, etc. For example, a project could have 10 volunteers in total and 6 might receive organized skills training, e.g. through training courses or workshops.

6.22 Total volunteer hours is the total number of volunteers x the average weekly hours per volunteer over the project. For example, 10 volunteers in total x 10 hours per week average per volunteer x 48 weeks (May to March) = 4,800 hours.

Social benefit

6.23 What are the social benefits this project may generate through sustainable waste management e.g. through enhancing local neighbourhoods and the local environment, providing support to vulnerable members of the community, encouraging community participation, supporting community cohesion, etc.

Further benefits

6.24 This is the added value of your project and can include support such as the in kind assistance of people, resources or funding from other organisations, support to local businesses and to local economic growth or any other economic, social or environmental benefits which you believe will occur from the project and have not been identified elsewhere in the application.

Letterhead and Banking Information

6.25 You must provide copies of the information listed below and submit these with your Stage 1 form by the 1st February or we will not be able to consider your application. Please include copies of your organisations:

- Official letterhead
- Banking details – Your BACS information: account name, number, sort code and branch. Include these details on your official letterhead paper
- Insurance details – proof of your organisations employers' liability and public liability insurance details as appropriate. All employers must have employers' liability insurance by law.

6.26 These details are important as we need to ensure that any grants are made to legitimate organisations.

Stage 1 Application Period

6.27 The Community Fund will be available for submission of Stage 1 applications from **TUESDAY 10TH JANUARY 2017 until 23.59hrs WEDNESDAY 1st FEBRUARY 2017.**

6.28 Please sign, keep a copy of your application for your records, and return to:

Community Fund Application 2017-18
Strategy Section
Merseyside Recycling and Waste Authority
7th Floor
1 Mann Island
Liverpool
Merseyside
L3 1BP

Or return by email to communityfund2017-18@merseysidewda.gov.uk

6.29 Please ensure that the Letterhead and Banking information requested in 6.25 is included with your Stage 1 form. We cannot consider your application without this information.

STAGE 2: Application Form

6.30 Following Stage 1, there will be an evaluation of the Expressions of Interest received and a decision will be made on which projects should be invited to submit a Stage 2 application. We anticipate that this decision will be made in early March 2017.

6.31 A final Application form will be provided to applicants invited to submit a detailed application after the Expression of Interest stage (Stage 1). Stage 2 will ask for details of your project plan, project management and risk management processes. Additional information can be included at this stage, but we will not be able to accept anything that affects or changes the output information provided at Stage 1.

6.32 Applicants invited to this stage will be asked to return their completed application no later than 2 working weeks from the date of the invitation to submit the Stage 2 form.

7.0 FUNDING OFFERS

7.1 Projects meeting the Fund's requirements after the Stage 2 application will be contacted with a formal offer of funding, including required project outputs. Signed acceptance of the offer and agreed outputs will be required before funding can be provided.

7.2 It is anticipated that successful projects will be offered funding by late March 2017 and that projects will receive funding and be able to start delivery by the end of April 2017.

8.0 SUMMARY OF APPLICATION PROCESS

10th January 2017	Applications open (Stage 1)
1st February 2017	Applications close (Stage 1)
Early March 2017	Decision on which projects will be invited to enter Stage 2
Late March 2017	Funding offers to successful projects.
Late April 2017	Projects commenced Unsuccessful projects notified
March 2018	Projects completed

More information on the Community Fund 2017-18 is available in the Frequently Asked Questions (FAQ's) section below.

For further information please telephone 0151 255 2526.

FREQUENTLY ASKED QUESTIONS (FAQs)

1) Who is the Merseyside Recycling and Waste Authority (MRWA)?

MRWA is responsible for the disposal of local authority collected municipal waste (LACMW) on Merseyside. Established in 1986, following the abolition of Merseyside County Council, it is a statutory Authority that works with all the local authorities on Merseyside – Knowsley, Liverpool, Sefton, St Helens and Wirral. MRWA takes the lead in advocating recycling, waste minimisation and safe and effective disposal of waste for Merseyside residents. LACMW is a technical term and has a similar meaning as household waste.

2) Who is Veolia?

Veolia is a leading waste management company in the UK and as a contractor to the Authority manages the Bidston and Gillmoss Material Recovery Facilities and 16 Household Waste Recycling Centres across Merseyside and Halton. Veolia is committed to protecting the environment and improving the lives of the communities in which it operates.

3) Why is Halton included in the Fund?

Halton Borough Council has the statutory responsibility for the collection, treatment and disposal of LACMW in its area and forms part of the Liverpool City Region. As the responsible body for waste in its area, Halton works with MRWA and the Merseyside districts as the Merseyside and Halton Waste Partnership.

4) What geographical area does the Community Fund cover?

The Fund covers the Merseyside and Halton Waste Partnership area. This includes the five Merseyside local authority areas as above and Halton.

All projects must benefit communities within the local authority area(s) they cover.

5) Can you submit an application if any of the organisations involved in the application are based outside Merseyside and Halton?

Yes, but applications will only be accepted if the project directly benefits Merseyside and Halton communities and reduces the impact of household waste in the Partnership area.

6) What funds are available this year?

The total pot is £115,000 including £59,800 for Merseyside and Halton wide projects and £55,200 for District only projects. Partnership wide projects can apply for up to £25,000 and District projects up to £8,000. Projects applying for the higher level of funding as a Partnership area project should benefit all 6 local authority areas. Any remaining funds may be made available to support communications activities.

7) Why is the application process split into 2 stages?

The 2 – stage approach includes an Expression of Interest stage which reduces the detail required from initial applicants. The best applications most likely to be funded will then be invited to provide more detail in a full application.

8) Can you submit more than one application per organisation?

Yes, but each application will be based on its own merits and subject to the same evaluation criteria based on the maximum outputs. Only one application per organisation can be funded.

9) Can you submit an application for a project which covers commercial and industrial or construction and demolition waste?

No. All applications must address household waste. Household waste also includes waste collected from schools. We cannot fund projects focused on business or trade waste, commercial and industrial waste, or construction and demolition waste.

10) Can you submit an application for a project which does not directly focus on sustainable waste management but will deliver wider environmental and community improvements?

No. The project must deliver the outputs as set out in the evaluation criteria in the application form. Wider environmental, social and economic benefits can be included as added value of the project.

11) Why is one of the criteria about reducing carbon emissions?

Reducing carbon emissions is a key objective and driver within the adopted Joint Recycling and Waste Management Strategy for Merseyside. There are significant opportunities to support the low carbon economy through sustainable waste management. These include avoiding sending bio-degradable waste to landfill and the embedded carbon benefits within recycling.

12) Can you submit an application for a project which is already in receipt of financial support from the Authority in the same financial year?

No.

13) Can you submit an application after the deadline of 23.59hrs on 1st February 2017?

No.

14) Do projects have to be completed by 31 March 2018?

Yes. Successful applicants will be required to provide an end report on completion of their project by 31st March 2018. Extensions are generally not allowable and will only be made in exceptional circumstances at MRWA's discretion.

15) Can you submit an application for a project which extends across more than one financial year?

Yes, an applicant can plan to continue the project beyond the current financial year. However, projects would only receive an award on an annual basis so eligible organisations would apply for funding in each additional year that the Fund exists. The application would need to meet the revised or reaffirmed evaluation criteria established and would be in competition with other projects submitted for each year.

16) Can you submit an application for 2017-18 if you have received a Community Fund grant in 2016-17 or in previous years?

Yes, applications from previously funded organisations are welcome. Applicants that have previously been funded should demonstrate how the new application significantly differs from past projects, or can build on the progress made by previous projects whilst introducing significantly new elements.

17) Can you appeal against a decision not to award funding?

No, the decision of the Authority on the amount of grant is final.

18) What will happen if you don't complete the project or fail to meet the agreed outputs in the application?

All awards will be subject to the Authority's Financial Procedural Rules. A service level agreement (SLA) will be made with successful applicants including arrangement for payment in advance of goods and services being received. This SLA will be based on committed outputs within the applications and establishes a mechanism to allow the Authority to seek recompense from the applicant should the project outputs not be met.

19) When may the Authority announce a further round of the Community Fund?

The Authority agrees its budget at the first meeting of each calendar year. If Members agree to continue with the Community Fund an announcement will be made around that time.

SUPPORTING INFORMATION

Please see the tables below for information on the average weights and carbon values of some common items and materials.

Average Weight Values.			
Calculated from research carried out by the MRWA and 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	Lawn mower	15
BBQ	15	Mattress (single)	20
Bed base	30	Mattress (double)	40
Bunk / cabin bed	50	Mattress (baby / cot)	5
Bicycle	15	Microwave	19
Bookcase / shelving unit	21	Piano	100
Cot	17	Pram	15
Cabinet	15	Pushchair	7
Chair (dining)	7	Rug	5
Chest of drawers	30	Sideboard	35
Computer (base unit / printer / scanner)	10	Sofa	40
Cooker	56	Stool	5
Cupboard	40	Suite (3 piece)	80
Desk	30	Table (small / coffee)	17
Dishwasher	47	Table (large / dining)	30
Fridge / freezer (small)	30	Table (dressing)	35
Fridge / freezer (large)	50	TV / monitor	25
Headboard	13	TV (large 32in)	52
Hi-fi unit	17	Wardrobe	55
Highchair	13	Washing machine	65
Ironing board	7		

Textiles - a standard household black bin bag is estimated to weigh 8kg when filled with textiles and tied at the top.

If you are unable to gain actual weight information and need advice or estimated weights of other items please contact MRWA.

Carbon Value for Materials (this list is not exhaustive)

For assessment purposes the following carbon only metric is used to score 2017-18 projects and calculated by $B \times C = D$

A Material	B Conversion Factor. (Based on DEFRA's England Carbon Metric Report 2011/12)	C Your anticipated tonnage	D CO2 equivalent tonnes saved
Food waste	0.489		
Furniture	0.921		
Garden waste	0.272		
Glass (mixed colours)	0.233		
Metal (mixed cans)	3.965		
Metal (aluminium cans)	9.267		
Metal (steel cans)	1.799		
Metal (scrap)	2.239		
Paper & card (mixed)	0.873		
Paper & card (books)	0.811		
Plastic (mixed bottles)	1.156		
Plastic (general)	1.215		
Shoes	4.385		
Textiles	5.987		
WEEE (waste electricals) - large appliances	1.266		
WEEE - small appliances	1.482		
WEEE – fridges & freezers	0.656		
Wood (general)	1.425		
Example			
Glass	0.233	4	0.932 Tonnes CO2 saving

This is a selection of materials. Information on carbon values for other materials is available from MRWA if required.