



Merseyside Recycling and Waste Authority

COMMUNITY
FUND

Veolia

Community Fund 2018-19

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 2018-19 is a Merseyside Recycling and Waste Authority (MRWA) and Veolia initiative to support the Liverpool City Region Community and Voluntary Sector (CVS) deliver projects which prevent, reuse or recycle household waste.

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

2.0 ELIGIBILITY CRITERIA

2.1 Applications are welcome from organisations which are a:

- Registered Charity (charity number must be provided)
- Not-for-profit organisation (defined as a registered legal entity that does not make a private profit for directors, members or shareholders)
- Community, Neighbourhood or Voluntary Group
- Faith group delivering community work
- School, College or University

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

2.3 Successful applicants will have demonstrated their projects:

- Prevent, reuse or recycle household waste
- Focus on prevention, reuse or recycling of at least one of the four priority materials – Food waste, Furniture, Plastics and Textiles
- Engage and improve the lives of residents in the area covered by the project
- Create volunteering opportunities
- Generate wider environmental and health benefits
- Can change people’s behaviour towards waste
- Have potential to be scaled up and replicated across the City Region.

2.4 Applications will be rejected if:

- They are not submitted on the official application forms
- Blue shaded boxes on the application form are not completed
- Maximum word limits on the form are exceeded
- Awards are only used to pay for running costs
- Projects duplicate services which are the responsibility of a Local Authority managing waste e.g. recycling collections
- They deal with Commercial and Industrial waste, i.e. business or trade wastes or any other waste which is not household waste
- They mainly financially benefit an individual
- They involve activities with political affiliation and aims.

2.5 Applications can be **rejected** if:

- Calculations have not been provided showing how you have estimated the projects outputs on weight, direct engagement and volunteer hours
- Awards are used to pay for activities occurring before we confirm funding
- They claim for the VAT element of the project that you can recover.

2.6 Household waste is domestic waste generated at home, including garden and bulky waste, e.g. furniture. It also includes litter produced away from home and waste produced by schools. Household waste is typically collected from home by Council waste collection services, or taken by residents to Household Waste Recycling Centres, bring banks, charity shops, etc. **It does not include commercial and industrial waste produced by businesses or hazardous wastes.**

3.0 FUNDING AVAILABLE

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

- **District Level Awards** – a total of **£55,200** available for projects based in one District area only (i.e. one of Halton, Knowsley, Liverpool, Sefton, St Helens or Wirral). Awards up to a maximum of **£8,000** per project.
- **City Region Wide Awards** – a total of **£59,800** available for City Region wide projects (i.e. projects working across all 6 Districts of the City Region. Awards up to a maximum of **£25,000** per project.

3.2 Any unspent funding in the City Region Wide pot will be reallocated to District Level projects and vice – versa.

4.0 THE APPLICATION PROCESS

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

4.2 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

4.3 Applicants should complete all the blue shaded boxes to be eligible.

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 but you **must** keep within the word limit.

SECTIONS 1 AND 2 – Applicant Details and Summary

4.4 These sections collect contact details and basic information on your project. You must provide details of the amount of funding required and the Districts your project will cover.

SECTION 3 – Required Project Outputs

4.5 Please include the calculations used to generate the output figures you have entered on the form.

4.6 Applications will be evaluated by MRWA on six criteria to identify which projects should be taken forward to Stage 2 of the application process. A weighting is applied to each criterion to allow an overall value out of 100 to be identified for each application. Projects with higher overall values following the evaluation will have a greater chance of being taken forward into Stage 2. The criteria and weightings which MRWA will use are listed in the table below.

Evaluation Criteria	Weighting
a) Weight (tonnes) from waste prevention, reuse and recycling	45
b) Carbon benefit (MRWA will calculate this)	15
c) Direct engagement	10
d) Volunteering	5
e) Additional environmental impacts	15
f) Additional health impacts	10
TOTAL	100

4.7 We are seeking projects with a focus on waste prevention, reuse or recycling as these are the core priorities for MRWA in sustainably managing household waste.

4.8 The evaluation criteria are explained in more detail below.

a. Waste prevention, reuse and recycling

4.9 Waste prevention, reuse and recycling are separate activities and should not be double counted in your weight estimates. For example if your project reuses or recycles 10 tonnes, then this does not also count as 10 tonnes waste prevented.

4.10 **Waste Prevention** includes actions that prevent the generation of waste in the first place. Prevention can include initiatives to change people's behaviour e.g. to reduce food waste. Food waste prevention can include actions to improve food storage, portion control, basic cookery skills and the use of leftovers in preparing meals.

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

4.12 **Recycling** is where waste materials are collected and sent to organisations who can reprocess the material into new products, e.g. fleece clothing from plastic bottles, compost from food waste, re-melting used glass bottles to make new ones, etc. If your project involves recycling then please provide the estimated weight of material to be sent to recycling organisations.

PRIORITY MATERIALS

4.13 Your project **must** target one or more of the four priority household waste materials listed below. **Your project can deal with other household waste materials too**, e.g. card, glass, metals, paper, garden waste, etc, as long as the project is also tackling at least one of the four priorities. See the FAQ's for more information.

4.14 The priority materials have been identified through a recent composition analysis of household waste produced in the City Region. They have been identified as priorities because of the amount of these wastes requiring disposal and the environmental impact this generates.

4.15 Food and plastic wastes can contaminate recyclable materials. For example, packaging containing unused food and plastic pots, tubs, trays and film cannot be recycled. If these are mixed with the materials in your recycling collection they cause contamination and can prevent any of the material from being recycled. Measures to reduce contamination can help to ensure that more material is recycled.

4.16 The priority household waste materials are:

- **FOOD** – food waste can be prevented by providing people with the skills and knowledge to improve their food shopping and storage habits and by improving their basic cookery and portion control skills. Residents equipped with these skills will become more confident in preparing meals and using leftovers so reducing avoidable food waste. Unavoidable food waste, e.g. egg shells, tea bags, etc can be composted, which is a form of recycling.
- **PLASTICS (all types)** – a wide range of plastics are found in household waste, ranging from plastic packaging (bottles, tubs, trays, film, etc) to unwanted children’s toys and disposable, or single-use, plastics such as coffee cups, carrier bags, razors and cotton buds. Many of these wastes can be prevented or reused. As for plastic packaging, only plastic bottles can be easily and economically recycled through our Material Recovery Facilities (MRFs) in the City Region. Our recent waste analysis study identified that items of non-recyclable plastic, e.g. plastic pots, tubs and trays, are frequently mistakenly placed in household waste recycling bins. This contaminates the other recycling material placed in the recycling bin. It is important to reduce all contamination of recycling bins as contamination can prevent recyclable materials from being recycled and adds costs to the recycling process.
- **TEXTILES (clothing and non-clothing)** – Unwanted textiles are often thrown away unnecessarily, but material that is clean may be suitable for repair and reuse. Providing residents with textile repair and sewing skills can help them to reuse clothes and other textiles. Alternatively, items can be donated to charity shops or via textile reuse and recycling banks. Items which cannot be repaired for reuse can still be recycled as long as the material is clean. Non-clothing textiles include shoes, towels, bedding, cloth bags, etc.
- **FURNITURE** - Similar to textiles, unwanted furniture is another material that may be suitable for reuse or repair rather than disposal. Repairing or upcycling furniture can provide good opportunities for residents to develop new skills and confidence to change behaviours to reduce waste.

4.17 It is important that you identify the waste materials and quantity which will be prevented, reused or recycled to allow your application to be evaluated, including any household waste materials which are not priority materials. The Supporting Information at the end of the Guidance provides a list of standard weights for a range of items and materials.

4.18 Please ensure that you provide the TOTAL figure as required on the application form and have included your calculations. Please do not count reused or recycled weights in any estimate of waste prevented.

b. Carbon benefits

4.19 You do not need to provide any information on carbon benefits. MRWA will calculate the estimated carbon reduction benefit of your project based on the information you have provided in the previous section on the materials and weights to be prevented, reused or recycled.

4.20 The Supporting Information at the end of the Guidance includes a list of materials and their associated carbon benefits.

c. Direct engagement

4.21 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, education, awareness raising, informal training, people who you have one to one contact with or who attend workshops, or other project events where there is direct contact with the person.

4.22 This direct engagement should lead to improvements in the lives of residents in the area covered by the project. If your application is successful then we will discuss these expected benefits further with you before the projects starts.

4.23 Direct engagement **does not include** your social media campaigns reach, people on mailing or circulation lists, overall footfall at events or estimates of local newspaper circulations.

d. Volunteering

4.24 Total volunteer hours is the total number of volunteers directly involved in the project x the average weekly hours per volunteer over the project. For example, 10 volunteers in total x 10 hours per week average per volunteer over the project x 43 weeks (June to March) = 4,300 hours. Volunteers are defined as unpaid project workers who will directly contribute to delivery of the project.

4.25 If your application is successful then we will discuss any other benefits linked to volunteering with you before the project starts. This will help us to identify some of the wider benefits associated with your project.

e. Additional environmental impacts

4.26 Your project should focus on waste prevention, reuse or recycling, but it might generate other positive environmental impacts which can add to the overall benefit of your project. Examples include cleaning up local neighbourhoods by removing and / or recycling litter or fly-tipping, beach clean-ups, creation or improvement of community green / outdoor space by re-using materials or by other means and reducing air/water/noise and other pollution.

f. Additional health impacts

4.27 Please describe the health impact and benefits that your project will have on local people including physical and mental health benefits. Examples include food waste projects that address healthier diets, nutrition and reducing obesity, projects that could lead to increased physical exercise – e.g. from growing food, repair and maintenance activities, and waste projects that can demonstrate improvements in the mental health of participants or support people with mental health problems. These additional impacts can add to the overall beneficial impact of your project and we will discuss these with you further if your application is successful.

SECTION 4 – Declaration

4.28 Please read the declaration carefully and sign. Please tick the box below the declaration to indicate how you heard about Community Fund 2018-19.

SECTION 5 – Returning your Expression of Interest

4.29 The Community Fund will be available for submission of Stage 1 applications from **WEDNESDAY 7TH FEBRUARY 2017 until 23.59hrs WEDNESDAY 28th FEBRUARY 2018.**

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

Community Fund Application 2018-19
Strategy Section
Merseyside Recycling and Waste Authority
7th Floor
1 Mann Island
Liverpool
Merseyside
L3 1BP

Or return by email to communityfund2018-19@merseysidewda.gov.uk

STAGE 2: APPLICATION FORM

4.31 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 by the end of March 2018.

4.32 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.

Letterhead and Banking Information

4.33 This information will only be required if you are invited into Stage 2. We would need these details to allow us to proceed with your application. At Stage 2 please provide 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.

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

4.35 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.

5.0 FUNDING OFFERS

5.1 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.

5.2 It is anticipated that successful projects will be offered funding by the start of May 2018 and that projects will receive funding and be able to start delivery by the end of May 2018.

6.0 SUMMARY OF APPLICATION PROCESS

7th February 2018	Applications open (Stage 1)
28th February 2018	Applications close (Stage 1)
By 31st March 2018	Selection of projects to be invited to enter Stage 2
By 1st May 2018	Funding offers to successful projects
By 31st May 2018	Projects commenced Unsuccessful projects notified
By 31st March 2019	Projects completed

6.1 MRWA has the right to change these dates as necessary.

6.2 More information on the Community Fund 2018-19 is available in the Frequently Asked Questions (FAQ's) section below.

6.3 For further information please email communityfund2018-19@merseysidewda.gov.uk or telephone 0151 255 2526 or the main MRWA office number 0151 255 1444.

FREQUENTLY ASKED QUESTIONS (FAQs)

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

MRWA is responsible for the disposal of household waste in 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.

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. A link to a map of the Merseyside HWRCs can be found below, including opening times and accepted materials.

<http://www.merseysidewda.gov.uk/waste-recycling/household-waste-recycling-centres-hwracs/>

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 household waste 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 known as the Liverpool City Region. This includes the five Merseyside local authority areas as above and Halton.

5) Can you submit an application if any of the organisations involved in the application are based outside Liverpool City Region?

Yes, but applications will only be accepted if the project directly benefits Liverpool City Region 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 City Region wide projects and £55,200 for District only projects. City Region wide projects covering all 6 Districts can apply for up to £25,000 per project and individual District level projects can apply for up to £8,000 per project.

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 at Stage 2.

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) Are there any examples of past Community Fund projects?

Yes, some examples of previous community projects can be found at the link below amongst the 'We Are Stardust' videos.

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

10) Which household waste materials can I tackle in my project?

Four priority materials have been identified and you must tackle at least one of these in your project. The priority materials are food, plastics, textiles and furniture, but your project can include waste prevention, reuse and recycling of other materials too. The A – Z list and recycling guidelines links below might help you to identify household waste materials to tackle in your project.

<http://www.merseysidewda.gov.uk/waste-recycling/our-services/> (See A – Z of waste on the drop down list)

<http://www.merseysidewda.gov.uk/wp-content/uploads/2011/12/Merseyside-Recycling-Guidelines-2017-August.pdf> (13 pages)

11) 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.

12) Can you submit an application for a project that delivers wider environmental and health benefits?

Yes, as long as the focus is on the prevention, reuse or recycling of household waste.

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

Reducing carbon emissions is a key objective of the 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.

14) 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.

15) What if I forget to complete any of the essential information required on the application form, e.g. the blue shaded boxes.

Your application will be rejected.

16) Can you submit an application after the deadline of 23.59hrs on 28th February 2018?

No.

17) Do projects have to be completed by 31 March 2019?

Yes. Successful applicants will be required to provide an end report on completion of their project by 31st March 2019. Extensions will only be allowed in exceptional circumstances with MRWA's permission.

18) 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.

19) Can you submit an application for 2018-19 if you have received a Community Fund grant in 2017-18 or in previous years?

Yes, applications from previously funded organisations are welcome.

20) Can you submit an application for the same Community Fund project as in previous years?

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 outputs and outcomes.

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

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

22) 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 should the applicant be unable to meet the project outputs.

23) Why is there a requirement for projects to visit a Merseyside and Halton Recycling Discovery Centre?

All projects receiving a Community Fund grant will be required to undertake at least one visit to a Merseyside and Halton Recycling Discovery Centre (RDC). There are two RDCs in Merseyside which are run by Veolia at their Gillmoss and Bidston Material Recovery Facilities (MRFs). The RDCs offer waste education and awareness raising sessions for community organisations by appointment. The RDCs also run a series of public Open Days through the year. Community Fund projects will have the opportunity to take a group of their volunteers or participants to an RDC for a bespoke waste awareness visit and / or attend an Open Day. Attendance at an Open Day would provide the project with an opportunity to showcase its work to the local community, e.g. through staffing a display and / or running a workshop activity.

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

The Authority agrees its annual 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.

1) Average Weight Values

a) Average Weight Values for Bulky Items.

Calculated from research carried out by the MRWA and Furniture Re-use Network

Note: 1 tonne is 1000Kg.(e.g. armchair = 0.035 tonnes)

Items	Weight in Kg	Items	Weight in Kg
Armchair	35	Highchair	13
BBQ	15	Ironing board	7
Bed base	30	Lawn mower	15
Bunk / cabin bed	50	Mattress (single)	20
Bicycle	15	Mattress (double)	40
Bookcase / shelving unit	21	Mattress (baby / cot)	5
Cot	17	Microwave	19
Cabinet	15	Piano	100
Chair (dining)	7	Pram	15
Chest of drawers	30	Pushchair	7
Computer (base unit / printer / scanner)	10	Rug	5
Computer (laptop)	1.8	Sideboard	35
Computer (tablet)	0.4	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
		Washing machine	65

b) Average Weight Values for Common Household Wastes

The list below provides volume to weight conversion factors for common household wastes. You will need a volume figure in litres. The conversion factor will produce a weight figure in Kg. An example is provided below:

e.g. 100L of plastic bottles x plastic bottles conversion factor (0.01) = 1kg (or 0.001 tonnes)

Waste Material	Conversion Factor
Cans (aluminium)	0.026
Cans (steel)	0.052
Cardboard	0.094
Food waste	0.425
Garden / Green waste	0.231
General mixed waste	0.15
Paint	0.8
Paper	0.129
Plastic bottles and containers	0.01
Plastic bags and film	0.078
Textiles - a standard household bin bag / refuse sack is estimated to weigh 8kg when filled with textiles and tied at the top.	
Mixed WEEE (Waste Electrical and Electronic Equipment)	0.113
Mixed Wood	0.307

c) Volume of Typical Waste Bins / Bags

To help you estimate volume (litres) there is a simple guide below based on the capacity of typical waste bins.

Container	Volume
Standard kitchen food waste caddy	5 Litres
Small / Medium kitchen pedal bin	30 Litres
Standard bin bag / refuse sack	60 Litres
Large kitchen flip top /swing top bin	60 Litres
Standard household wheelie bin	240 Litres
Medium 4 wheeled bin	660 Litres
Large 4 wheeled bin	1100 Litres

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

2) Carbon Value for Materials (this list is not exhaustive)

For assessment purposes the following carbon only metric will be used by MRWA to evaluate 2018-19 projects and is calculated by $B \times C = D$. The figures below are for information only and you are not required to include carbon calculations in your application.

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 Electrical and Electronic Equipment) - 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.