



2019/2020 Guidance

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

Applications for Stage 1

Please read this Guidance carefully before attempting to complete the Stage 1 application form, it will help you to prepare your submission.

Stage 2 application will be by invitation only.

1. INTRODUCTION



The Community Fund 2019-20 is a Merseyside Recycling and Waste Authority (MRWA) and Veolia initiative to support the Liverpool City Region Community and Voluntary Sector (CVS) to deliver projects which prevent, reuse or recycle household waste.

Remember, ‘Household Waste’ is domestic waste generated at home and includes garden and bulky waste such as 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 and charity shops.

Household waste does not include commercial and industrial waste produced by businesses, or hazardous wastes.

This year we will focus on four priority waste streams; **food, all plastics, textiles and furniture**

2. ELIGIBILITY CRITERIA

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



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

Successful applicants will have identified how 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.



Please note Applications will be rejected if:

- × They are not submitted on the official application form
- × The **Blue** shaded boxes on the application form are not completed
- × Maximum word limits on the form are exceeded
- × Monies will only be 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 financially benefit an individual
- × They involve activities with political affiliation and aims.

Applications can be **rejected** if:

- ! Full calculations have not been provided showing how you have estimated the projects outputs on weight, direct engagement, volunteer hours and costs
- ! Awards are used to pay for activities occurring before we confirm funding

FUNDING AVAILABLE

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 the following area's Halton, Knowsley, Liverpool, Sefton, St Helens or Wirral).

Awards will be for a maximum of **£8,000** per project.



City Region Wide Awards – a total of **£59,800** is available for City Region wide projects (i.e. projects working across all 6 Districts of the City Region, or covering at least two District areas). Awards will be for a maximum of **£25,000** per project.

3. THE APPLICATION PROCESS

Your project can only be considered on the information you provide within your application form. Please ensure you include all relevant information and calculations that will detail your project. We will **not** contact you if you don't provide all the required information

The process is split into two stages. Stage 1 is open to **all eligible** organisations and must be submitted on the official application form.

Stage 2 is by **invitation only** following the assessment of Stage 1 applications.

STAGE 1:

Applicants should complete all the BLUE shaded boxes to be eligible.

You need to provide clear evidence to show how you will deliver your project. Include succinct and relevant detail throughout. Answer boxes can be expanded if you need more space but you **must** keep within the word limit for each section.

Section 1 YOUR DETAILS, AND WHERE YOUR PROJECT WILL TAKE PLACE:

Please provide all your contact details for the person who will be responsible for running your project. Insert **N/A** if the box is not relevant to your project. Please tell us what type of Organisation you are e.g. Community Interest Company, School.

Also, tell us here which area of the City Region your project will include.



Section 2 PROJECT MATERIALS :

Your project **MUST** target one or more of the priority household waste materials; **food, all plastics, textiles and furniture.**

These materials have been identified as priorities because of the amount of these wastes requiring disposal and the environmental impact this generates.

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.



PLASTICS (all types) – a wide range of plastics are found in household waste, ranging from plastic packaging such as bottles, tubs, trays, film, etc. to unwanted children's toys and single-use plastics such as carrier bags and razors. Only **plastic bottles** can be collected in the kerbside recycling collection bin as these can be easily and economically recycled through the Material Recovery Facilities (MRFs).



Other plastic items e.g. plastic pots, tubs and trays, are frequently mistakenly placed in household waste recycling bins. It is important to avoid including other plastics in kerbside collection as this contaminates the other recyclable materials which can prevent them being reprocessed into new items.

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. can be donated for reuse.



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 and to reduce waste.

Your project can deal with other household waste materials too, e.g. card, glass, metals, paper, garden waste, etc; as long as your project is **primarily** dealing with at least one of the four priority materials above.

Section 3 PROJECT DETAILS

a) Provide here the basic details as succinctly as possible on how your project will ; **Prevent Waste**, increase the amount of materials for **Reuse** and/or **Recycling** of food, plastics, textiles and/or furniture, and other materials. Do not exceed the maximum word count of **750 words** in this section.

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.



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. food waste prevention can include actions to improve food storage, portion control, basic cookery skills and the use of leftovers in preparing meals.

Reuse includes repairing 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.

Recycling is where waste materials are collected and sent onto organisations that 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.

It is important that you identify the waste materials and the quantity which will be prevented, reused or recycled and your **calculations** to allow your application to be evaluated. This will include a breakdown for each of your priority materials and any other household waste materials. This section will not be scored if you do not provide your calculations. Supporting Information at the end of the Guidance provides a list of standard weights for a range of items and materials.

Please ensure that you also provide the **TOTAL** figure as required on the application form.

- b) The estimated **Carbon** benefit of your project will be calculated, using your project tonnage calculations, by MRWA and provided to you as an added value output. It is important that you provide materials and tonnage information for all of the materials in your project separately in **section 3 a)**

We would like to know who will benefit from your project. This could be; those taking part in the project, a specific local group or local residents and the general community.

- c) Please tell us of any **Education Activities** you plan to do that will support the objectives of the Community Fund and the priority materials of food, plastics, textiles and/or furniture. Please tell us how you expect this educational activity will influence positive waste behaviour. Do not exceed the maximum word count of 250 words in this section.



- d) Tell us how your project will **Directly Engage** with your stakeholders and/or residents. This is the number of people that your project is **committed** to engaging through direct involvement in the project. This could include awareness raising events, informal training, and workshops.

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

You should include your calculations on how you have determined the number of people you plan to engage with through your project. This section will not be scored if you do not provide your calculations.

Do not exceed the maximum word count of 250 words in this section..

- e) Tell us how your project will create opportunities and promote the value of **Volunteering**.



Volunteers are defined as unpaid project workers who will directly contribute to the delivery of the project.

Total volunteer hours is the number of volunteers directly involved in the project, times their average weekly hours volunteering over the lifetime of this project.

For example, 10 volunteers x 5 hours each Volunteer per week x 48 weeks of the project (~April to March - holidays) = **2,400 hours** total volunteer hours.

Please include your calculations on how you have determined the number of volunteer hours involved with your project.

Do not exceed the maximum word count of 250 words in this section

This section will not be scored if you do not provide your calculations.

- f) **Additional Environmental Impacts**. 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 could be: cleaning up local neighborhoods' by litter-picking or removing fly-tipping; beach clean-ups, re-use of materials to improve community green space; reduce air/water pollution.



Do not exceed the maximum word count of 250 words in this section.

g) Please describe any **Health Benefits** that your project will have on local people including physical, mental and lifestyle health benefits.

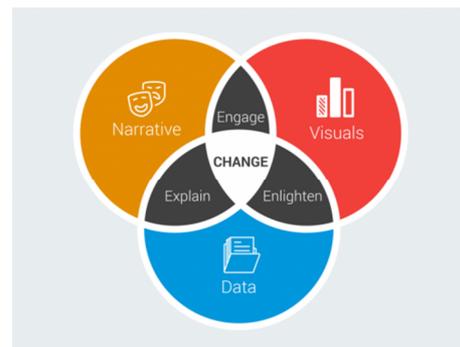


Examples could be: food waste projects that address healthier diets; nutrition, reducing obesity; projects that could lead to increased physical exercise, such as growing food, repair and maintenance activities; new skills which help improve job opportunities

Do not exceed the maximum word count of 250 words in this section.

h) **Evaluating the Impact** of the participants in your project. Please provide a detailed plan for how you will **measure** the impact of your project in terms of changes in behaviour and any social value ¹with the people who will take part in your project.

Do not exceed the maximum word count of 250 words in this section.



Section 4 COSTS:

You will need to itemise and give a description of all of the costs associated with your project, detailing how you will be using the Community Funding if your application is successful.



You should include all items e.g. Costs used for activities, hire or buy equipment; Costs for staff wages, travel and refreshments and other expenses; Volunteer expenses; Contribution to rent or hire of premises; Contribution towards utilities; Other items needed to complete your project.

A table has been provided for your use.

You may prefer to show your budget calculations in another format. This section will **not** be scored if you do not provide your calculations.

¹ Social value is the quantification of the relative importance that people place on the changes they experience in their lives – source www.socialvalueuk.org/what-is-social-value

Applications will be evaluated by MRWA on eight criteria and on the consideration of your project budget. This will identify which projects will be invited 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) waste prevention, reuse and recycling	45
b) Carbon benefit (MRWA will calculate this)	5
c) Education to Change Behaviour and support the four key materials; food, all plastics, textiles and/or furniture	10
d) Direct engagement	10
e) Volunteering hours	10
f) Additional environmental impacts	5
g) Additional health impacts	5
h) Method of evaluating participant impacts and sustainable value	10
Suitability of Budget Costs	Yes/No
TOTAL	100

Section 5 DECLARATION

You should read through the declaration carefully and an approved signatory sign your application on behalf of your Organisation.

Please tick the box below the declaration to indicate how you heard about Community Fund 2019-2020.

Section 6 – RETURNING YOUR STAGE 1 APPLICATION



The Community Fund 2019-20 will be available for submission of Stage 1 applications from :

Monday 26th November 2018
until
23.59hrs on Friday 4th January 2019

Please sign the declaration confirming you are authorised to submit your application and you understand your obligation under the Data Protection Act 2018. Keep a copy of your application for your records, and return by post to:

Community Fund Application 2019-2020
Merseyside Recycling and Waste Authority
7th Floor
1 Mann Island
Liverpool
Merseyside
L3 1BP

Or return by email to - communityfund2019/2020

SUMMARY OF APPLICATION PROCESS

26th November 2018	Applications Open (Stage 1)
4th January 2019 (23.59pm)	Applications close (Stage 1)
By 4th February 2019	Selection of projects to be invited to invited to Stage 2
By 18th March 2019	Funding offers to successful projects
By 22nd March 2019	Unsuccessful projects notified
1st April 2019	Grants provided and projects commence
By 31st March 2020	Projects completed

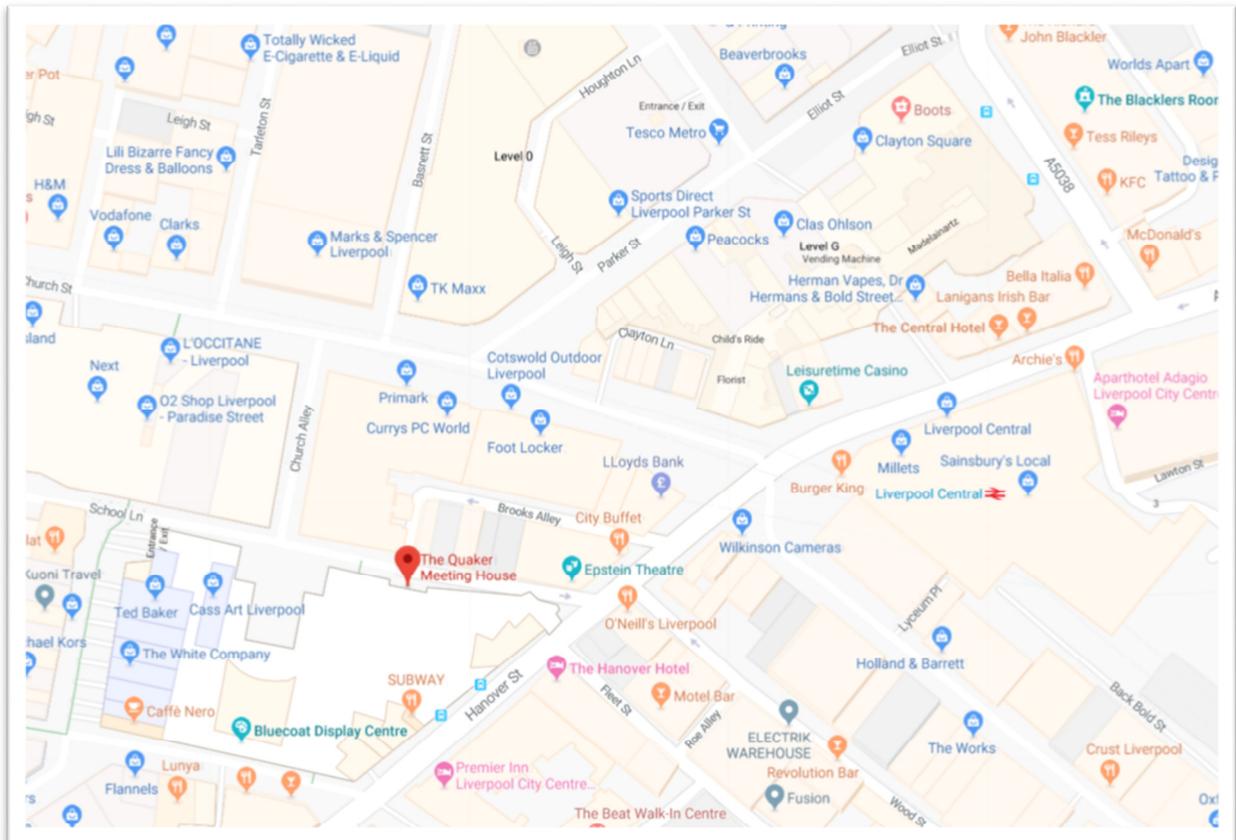
MRWA may change these dates if necessary.

More information on the **Community Fund 2019-2020** is available in the Frequently Asked Questions (FAQ's) If you have any questions about the application process that this guidance or FAQs hasn't answered please email ;- communityfund2019/2020@merseysidewda.gov.uk communityfund2019/2020

Or telephone 0151 255 2577 or the main MRWA office number 0151 255 1444.

For those of you who are unsure about applying for Community Funding 2019/20, or would like further information we are hosting an application advice workshop on

Thursday 6th December 2018 at 10.00 am
At the Liverpool Quaker Meeting House, 22 School Lane, Liverpool, L1 3BT



Come along for advice on:-

What we're looking for in a submission

Tips on completing an application

How we assess applications and score

Organisations view

Communications advice

Getting additional value from your project

How we will monitor, evaluate and support your project

Also, you will meet other CVS Organisations and see what exciting projects we have previously supported.

Register with Event Bright <https://www.eventbrite.co.uk/e/mrwa-community-fund-201920-application-advice-workshop-tickets-52933845557>

FREQUENTLY ASKED QUESTIONS (FAQs)

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

MRWA is a statutory Authority who is responsible for the disposal of household waste in Merseyside. MRWA works with all the local authorities on Merseyside – Knowsley, Liverpool, Sefton, St Helens and Wirral and with the Unitary Authority in Halton. MRWA takes the lead in advocating recycling, waste prevention and safe and effective disposal of waste for Merseyside residents.

2) Who is Veolia?

Veolia, under contractor to the Authority, manages; the transportation of waste, the 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 also offer free education visits for schools and Community Groups to the Recycling Discovery Centre at Gillmoss. You will find details on how to book a visit

<https://www.veolia.co.uk/merseyside-and-halton/RDC>

3) Who is Merseyside Energy Recovery Ltd?

Merseyside Energy Recovery Ltd (MERL) is a consortium of companies brought together with the purpose of managing Merseyside and Halton's household residual waste in the most sustainable way. MERL consists of three companies – SUEZ recycling and recovery UK, Sembcorp Utilities UK, and I-Environment Investments Ltd.

As contractor to the Merseyside and Halton Waste Partnership, MERL deals with over 430,000 tonnes of household residual waste, which is the waste which can't be , or hasn't been, presented for recycling. The residual waste is transported by train from a rail transfer loading station in Kirkby to a specialist energy-from-waste facility in Teesside, which is located on the Wilton International industrial complex owned by Sembcorp Utilities UK. The residual waste is used to generate energy.

SUEZ recycling and recovery UK is responsible for managing the day-to-day operations at the rail transfer loading station and the energy-from-waste facility on behalf of MERL.

Suez welcome visits to the rail transfer loading station by Community Groups of up to ten people over the age of 16. You will find details on how to book a visit.

<http://www.suezmerseyside.co.uk/community-and-education/education-activities/>

4) 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. Halton works with MRWA and the Merseyside districts as the Merseyside and Halton Waste Partnership.

5) 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.

6) 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.

7) What funds are available this year?

The total pot is £115,000 including £59,800 for City Region wide projects covering all 6 Districts. You can apply for up to £25,000 per City Region project.

There is £55,200 for individual District projects and you can apply for up to £8,000 per District project. Any unspent funding in the City Region Wide pot will be reallocated to District Level projects and vice – versa.

8) Why is the application process split into two stages?

The two – stage approach helps to reduce the amount of detailed planning required for an initial application, although at Stage 1 Organisations you will need to demonstrate that your projects is viable. If you are successful in Stage 1 you will be invited to provide more robust details at Stage 2.

9) Can an organisation submit more than one project application ?

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

10) 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>

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

Four materials, food, plastics, textiles and furniture have been identified as a priority and you must tackle at least one of these in your project. Your project can include waste prevention, reuse and recycling of other materials as well as the priority materials. Projects will not be scored if they do not include at least one priority material as the focus of the project.

An A – Z list and the Recycle Right 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 left hand side drop down list)

<https://www.recycleright.org.uk/>

12) 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 only. Household waste includes waste collected from schools. We cannot fund projects focused on business or trade waste, commercial and industrial waste, or construction and demolition waste.

13) 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 and includes at least one of the priority materials; food, plastics, textiles and furniture.

14) 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.

15) What will happen if I forget or don't complete any of the blue shaded boxes on the application form, (i.e. the essential information required).

Your application will be rejected.

16) Can you submit an application after the deadline of 23.59hrs on Friday the 4th January 2019?

No. Applications will not be accepted after the closing date and time

17) Do projects have to be completed by 31 March 2020?

Yes. Your project should be completed before the end of March 2020. Successful applicants will be required to provide an end report on completion of their project by 31st March 2020. 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 will only receive an award on an annual basis so eligible organisations would need to apply for funding in each additional year that the Fund exists. The application would need to meet any 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 2019-20 if you have received a Community Fund grant in 2018-19 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 builds 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 a project is not completed or fails 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 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 have the opportunity to take a group of their volunteers or participants to an RDC for a 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.

SUPPORTING INFORMATION

Furniture, Food Waste, Plastics and Textiles

Please see the tables below for information on the average weights of these and other common items and materials. Note: 1 tonne is 1000Kg

Average Weight Values for Furniture

Average Weight Values for Bulky Materials.			
Calculated from research carried out by the MRWA and Furniture Re-use Network			
<i>(e.g. armchair at 35Kg / 1000 = 0.035 tonnes)</i>			
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)	2	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

Materials should be weighed and verified whenever possible and the actual weights provided for monitoring outputs. If you are unable to provide actual weight information and need estimated weights of other items please contact MRWA.

Average Weight Values for Common Household Wastes

The list below provides recognised weight and volume to weight conversion factors for common household wastes.

The conversion factor will produce a weight figure in Kg. e.g. 100 Litres of plastic bottles x plastic bottles conversion factor (0.01) = 1kg (or 0.001 tonnes)

Waste Material	Conversion Factor
Food waste	0.425
Plastic bottles and containers	0.01
Plastic bags and film	0.078
Textiles- a standard household refuse sack is estimated to weigh when filled with textiles and tied at the top.	= 8kg (0.008Tonne) ²
Other:	
Cans (aluminium)	0.026
Cans (steel)	0.052
Cardboard	0.094
Garden / Green waste	0.231
Paint	0.80
Paper	0.129
Mixed Waste Electrical and Electronic Equipment (WEEE)	0.113
Mixed Wood	0.307

Volume of Typical Waste Bins / Bags

To help you estimate volume (litres) the simple guide below is 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

Carbon Value for Materials

For assessment purposes MRWA will use the DEFRA England Carbon Metrics, to evaluate 2019-2020 projects. You are not required to calculate a carbon reduction estimate in your application. This will be provided to you as an added value output.

² 8Kg is the accepted weight of a standard refuse bag of textiles as determined by the Textile Recycling Association www.textile-recycling.org.uk/charity-shop-grade-specifications Nov 2014