****** COMMUNITY FUND 2020-2021**

**Application Form**

****

**February 2020**

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**The Application Form**

**As you fill in your application all sections shown in BLUE must be completed for your application to be assessed.**

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| **COMMUNITY FUND 2020-2021** | | | | | |
| **Name of your project** |  | | | | |
| **Name of your organisation** |  | | | | |
| **Name of the head of the organisation** |  | | | | |
| **Address & Postcode** |  | | | | |
| **Telephone** |  | **Mobile** | |  | |
| **Type of Organisation** |  | | | | |
| **Charity Number (if applicable)** |  | | | | |
| **Company Number (if applicable)** |  | | | | |
| **Does your organisation have a governing document such as a constitution, incorporation or articles** |  | | **The number of years you have been in operation** | |  |
| **Project Lead Contact Name** |  | | | | |
| **Position in Organisation** |  | | | | |
| **e-mail address** |  | | | | |
| **Website details** |  | | | | |
| **Social Media contacts** |  | | | | |
| **Project Partner details (if applicable)** |  | | | | |

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| **Please tell us in which area(s) of the Liverpool City Region your project will take place.** | | | | | | |
| **All of the City Region** | **Halton** | **Knowsley** | **Liverpool** | **Sefton** | **St Helens** | **Wirral** |
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**Section 2) PROJECT MATERIALS :**

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| **Your project MUST target one or more of the following priority household waste materials.**  **Please indicate which one(s) below. See pg 5 for more information about these waste streams.** | | | | | | | | | | | |
| **FOOD** | | | YES / NO | | | **TEXTILES (clothing and non-clothing)** | | | YES / NO | | |
| **PLASTICS (all types)** | | | YES / NO | | | **FURNITURE** | | | YES / NO | | |
| **If applicable, please identify any other types of household waste you want to include in your project :** | | | | | | | | | | | |
| **Paper** | YES / NO | **Metal** | | YES / NO | **Wood** | | YES / NO | **WEEE**  **(Electrical and Electronic Equipment)** | | | YES / NO |
| **Cardboard** | YES / NO | **Glass** | | YES / NO | **Garden Waste** | | YES / NO | **Residual Waste**  **(e.g. Litter)** | | YES / NO | |
| **Other**  **(detail)** |  | | | | | | | | | | |

**Section 3*)* PROJECT DETAILS : *(Expand the answer boxes as needed to the word limit)***

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| 1. **Please explain how your project will ; prevent waste, increase the amount of materials for reuse and/or recycling**   **(maximum 1500 words)** | | | |
|  | | | |
| **Please include your calculations here.**  **See page 3 for the definitions of prevention, reuse and recycling.** | |  | | |
| **Total weight of household waste will your project prevent, reuse or recycle in Tonnes.** | | | **prevention** |  |
| **reuse** |  |
| **recycling** |  |

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| **Carbon Benefits:**  **All of the above materials provide carbon benefits. The estimated C02 reduction will be calculated by MRWA. You don’t need to include carbon information or calculation.** |  |

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| 1. **PROJECT PLAN.** |

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| Task/Activity (insert rows as needed) | Key Date | May | | | | June | | | | | July | | | | Aug | | | | | Sept | | | | Oct | | | | Nov | | | | | Dec | | | | Jan-21 | | | | Feb | | | | Mar | | | | |
| 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | 2 | 9 | 16 | 23 | 30 | 7 | 14 | 21 | 28 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 1 | 8 | 15 | 22 | 29 |
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| **Also b) RISK ASSESSMENT.** | | | | | | |
|
| Risk or Hazards  (insert rows as needed) | Impact: | Likelihood | Risk Rating | Mitigating Action | Risk Rating after action | Remarks |
|  |  | Impact x Likelihood |
| 1. Insignificant | 1. V. Unlikely |
| 2. Low | 2. Possible | 1 - 6 Low |
| 3. Medium | 3. Likely | 8 - 12 Medium |
| 4. High | 4. V. Likely | 15 - 25 High |
| 5. Critical | 5.Certain |  |
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| **c) Please tell us of any Education Activities you plan to do that will support your project and Community Fund aims.**  **(Maximum 500 words)** |
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| **d) Tell us how your project will directly engage with stakeholders or residents. (Maximum 250 words)** | |
| **Your Calculation for the number of people you will directly engage with through participation in project activities** |  |

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| **e) Volunteering. Tell us how your project will create opportunities and promote the value of volunteering.**  **(Maximum 250 words)** | |
| **Your Calculation for the number of volunteer hours** |  |

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| **f) Additional Environmental Impacts. (Maximum 250 words )** |
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| **g) Additional Health Impacts. (Maximum 250 words)** |
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| **h) Evaluating the social value of the participants in your project. (Maximum 350 words)** |
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**Section 4) COSTS:**

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| **Please itemise and give descriptions of all parts of your project including the costs that you are applying for Community Fund.** | | | |
| **DESCRIPTION**  **Please complete specifically for your project** | **FUNDING** | | |
| **COMMUNITY FUND GRANT**  **(a)** | **MATCH / OTHER FUNDING**  **(b)** | **TOTAL PROJECT COST**  **(=a+b)** |
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| **Total Project Value** |  |  |  |
| **Community Funding requested** | **£** | | |

**Section 5) DECLARATION**

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| **Declaration** | |
| 1. I am authorised to submit this application on behalf of my organisation 2. I confirm that the information contained in this application is correct 3. I understand the obligations required under the Data Protection Act 2018 and the Freedom of Information Act 2000 | |
| **Signed** |  |
| **Name (in capitals)** |  |
| **Position** |  |
| **On behalf Of (your Organisation)** |  |
| **Date** |  |

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.

**The closing time and date for applications is Sunday 15th March 2020 at 11.59pm**

return your completed application either by post to:

**Community Fund Application 2020-2021**

**Merseyside Recycling and Waste Authority**

**7th Floor**

**No. 1 Mann Island**

**Liverpool**

**Merseyside**

**L3 1BP**

Or you can return by email to -

[**CommunityFund.2020-2021@merseysidewda.gov.uk**](mailto:CommunityFund.2020-2021@merseysidewda.gov.uk)