

COMMUNITY FUND 2020-21

Application Guidance



February 2020



Merseyside Recycling & Waste Authority

Community Fund

In partnership with Veolia

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For FAQ and supporting information see pages 20 - 25

About this guidance

This guidance will help you to decide if Community Fund 2020-2021 is right for you. It includes information about the types of projects the funding can support, as well as the criteria that will be used to assess applications.

The guidance also provides information that will help you to complete an application

Part One: Explores the criteria and will help you to decide if Community Fund is appropriate for you

Part Two: Is information on the funding and what we are looking to fund

Part Three: The Funding Offer and conditions

Part Four: Is the guidance notes, shown in the application form, to help you as you complete your bid

Part Five: How we will score your application

Part Six: Is a step by step summary on the application process

Contact us

If you have any questions you can contact us for advice and guidance



Email: you can email us at

Communityfund.2020-2021@merseysidewda.gov.uk



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Merseyside Recycling & Waste Authority
Community Fund
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Introduction

About the 2020-2021 Community Funding

Do you have an idea for a community project that has a focus on waste prevention, reuse or recycling that could make a real difference? Then our funding is an opportunity to help you. Support of £165,000 is available for projects that address one or more of the priority household waste streams; **food, furniture, textiles and all plastics**, in the City Region of Merseyside and Halton.

No one knows a community better than the people living and working there. We are supporting local community projects to help tackle waste issues, and that benefit the local area.

Between 2014 and 2019 Merseyside Recycling and Waste Authority has worked in partnership with Veolia Merseyside and Halton to provide Community Fund that has supported 71 projects with £735,300 funding.

As in previous years, we're interested in community organisations that have good ideas for working on waste themes in the Merseyside and Halton area;

Waste Prevention, Reuse and Recycling

Waste Prevention; this 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 it was originally intended e.g. refurbishing and upcycling furniture or mending clothes.

Recycling; is where waste materials are collected and sent onto other organisations that reprocess the material into new products, e.g. plastic bottles made into fleece clothing; re-melting used glass bottles to make new glass products. If your project involves recycling you can provide estimated weights for material that you send to these recycling organisations.

There's a list of standard weights we use for estimating the weight of materials on page 23



Part One : Can you apply?

Will your project have an impact on waste issues in your local community? And can you clearly evidence the positive social impact your activities have? Your project idea will give opportunities for all, people with different abilities and backgrounds, to get involved.

Applications are welcome from community voluntary sector organisation for **waste** themed projects. This funding covers the five Merseyside Boroughs and Halton.



Who we can support

We will fund a variety of legal structures such as;

Registered Incorporated Charities

You should provide your Charity Number (if applicable).

Not-for-profit organisation

This is a registered legal entity that does not make a profit for directors, members or shareholders.

Community Associations, Tenants and residents groups

That has an overarching community purpose that reaches beyond its membership.

Faith or Political Groups

We can't accept projects which are religious or political. We can support projects from Faith or Political groups that have a community purpose other than the advancement of religion or political activities.

Environmental, arts and heritage organisations

That have certificate of registration, Memorandum or Articles.

Co-operatives, social enterprises and Community Interest Company Ltd by Guarantee

Who don't have shares or shareholders.

Schools, College or University

Your project will benefit your establishment and the wider community, and/or work in partnership with a voluntary or community organisation.

Who we can't support

Community Fund cannot fund individuals or projects from profit making businesses. We can't fund research projects, or activities that any other organisation has a duty to undertake.

We can't support projects which deliver activities that are the responsibility of local authorities; or projects that deal with waste from businesses that would not be expected to be collected by local authorities.

We can't fund projects for which full funding has already been received.

Part Two : What we're looking for?

Your project should address at least one of the four key priority household waste materials; **Food, Furniture, Textiles and all Plastics**. Successful applicants will have identified how their project focus' on the prevention, reuse or recycling of at least one of these key priority materials. You will also engage with your community and help them to positively change their behaviour towards waste. You can see case studies of previous funded projects on our website. The 'We Are Stardust' videos can be found at <https://www.youtube.com/user/MerseysideWDA/videos>

Food

Food waste can be prevented by providing people with skills and knowledge to improve their food shopping and storage habits and by improving cookery and portion control skills.



Furniture

Unwanted furniture may be suitable for reuse or repair. These activities can provide opportunities to develop new skills; and reduce waste.



Textiles

Textiles are sometimes thrown away unnecessarily when they are often suitable for repair and reuse. Sewing skills can help with the reuse of clothing and other textiles.



Plastics (all types)

A wide range of plastics are found in household waste and discarded plastic can often end up as litter. We are looking for innovative ways of dealing with all types of plastic and raising awareness to plastic issues.



Things to consider – Expressions of Interest

To help you with your application. Expression of Interest E.O.I

You can check if your ideas are on track with our funding aims by submitting an E.O.I any time before **Monday 2nd March 2020**. This should be no more than two sides of A4 paper. We will give you feedback by email so you can consider if you wish to put in a funding application.

So that we can suitably advise you please include in your E.O.I;

- Which of the four priority materials your project will include
- A very short summary of your project idea
- Who in your local community will be involved
- What you expect to achieve

We will get back to you within five working days of you submitting your E.O.I. Please bear in mind, if you decide to go on to submit a funding application this must be received by **Sunday 15th March 2020 at 11.59pm**

You don't need to submit an E.O.I. before you complete an application for funding.



Part Three: Funding Offer and Conditions

££ Available

This one year funding is available for projects delivered across the City Region of Merseyside & Halton. We have a total funding pot of **£165,000** for projects of **£1,000** up to **£30,000**. In the City Region area (i.e. a minimum of 3 Districts) up to £30,000 per project. £1,000 to a maximum of £8,000 for an individual District project. Any underspend in the Regional pot will be reallocated to District projects (and vice versa). Only the costs directly relating to the delivery of your project will be funded.

If we make you an offer

You will first receive an offer by email which will;

- confirm how much funding you will be awarded, (please note this may not be the full amount requested)
- request the further information you will now need to provide before your funding can be released,
- detail the terms and conditions of your offer and
- explain how we will monitor your project.



Conditions

Before your funding can be approved there is an expectation that your organisation has; all insurance, liability cover, lease agreements and consents that are applicable, all in place so that your project can start no later than one month of receiving funding.

The award of any funding will require you to enter into a formal Funding Agreement. This will cover the relevant terms and conditions for your project including; evidence of the above consents etc. your project resources and the expertise to deliver the activity, performance / budget monitoring, communications and reporting.

Further conditions to your project may be specified which will be included in your Funding Agreement.

Funding will be paid to an organisational bank account that has two signatories who are not related or live at the same address.

MRWA will accept no liabilities for any adverse consequences that may come from an organisation delivering a project. Subject to the stated conditions, MRWA's liability under the Funding Agreement is limited to the payment of funding.

Part Four: The application form and guidance notes

How to apply:

The guidance notes, shown in red, indicate what we're looking for, the evaluation criteria and weighting for each section. As you fill in your application all sections shown in **BLUE** must be completed for your application to be assessed.

COMMUNITY FUND 2020-2021			
Name of your project	It's a good idea to have an original name for your project, we will use this to promote and advertise your activities		
Name of your organisation	Please provide the full formal name of your Organisation so that due diligence checks can be carried out		
Name of the head of the organisation	This is the person who has overall responsibility for your Organisation. They may or may not be the Project Lead		
Address & Postcode	Please provide the full address of your Organisation, you must include the postcode.		
Telephone	Please provide a landline number for your Organisation and for the project lead landline if these are different	Mobile	Please provide a mobile number for the project lead
Type of Organisation	You should refer to page 4 for the type of organisation we can support		
Charity Number (if applicable)	We will use this information to search external information sources to verify your Organisation		
Company Number (if applicable)	We will use this information to search external information sources to verify your Organisation		
Does your organisation have a governing document such as a constitution, incorporation or articles	If applicable, please provide copies of this information. We will use this information to search external information sources to verify your Organisation	The number of years you have been in operation	We will use this information to search external information sources to verify your Organisation
Project Lead Contact Name	This should be the dedicated person who is leading on the Community Project. This person will be the		

	contact, by telephone and email, and will provide the monitoring and evaluation information to us. This person should be available during working hours.
Position in Organisation	The job title, role and responsibility the Project Lead has in your Organisation.
e-mail address	Communications will be sent to this email address so please make certain it is correct.
Website details	Please provide website details if you have one. We will ask you to put a link to MRWA and Veolia's websites from your website if possible.
Social Media contacts	Please provide details of any social media platforms you have. Please remember to share social media and tag us in your posts, @merseysiderwa
Project Partner details (if applicable)	Please provide details of any partner organisation(s) that you will be working with to deliver your project. Include here any organisations you will be renting / leasing premises or equipment.

<p>Please tell us in which area(s) of the Liverpool City Region your project will take place. For funding of £1,000 to £8,000 your project can be in any one of the Merseyside Boroughs or Halton. To qualify for an award of over £8,000 and up to the £30,000 maximum, your project must be delivered equitably in at least three of the Liverpool City Region District Area's.</p>						
All of the City Region	Halton	Knowsley	Liverpool	Sefton	St Helens	Wirral

Section 2) PROJECT MATERIALS :

<p>Your project <u>MUST</u> 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. You should make sure that this is the focus of your project and is the majority of the materials you will deal with</p>			
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 : Please consider the tonnage of these materials, they should not exceed the anticipated tonnage of your priority material(s)							
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)

a) Please explain how your project will ; prevent waste, increase the amount of materials for reuse and/or recycling. (maximum 1500 words)	
<p>You should clearly explain how the funding will help your organisation deliver your project. You should describe in detail the steps you will take to carry out your ideas and the activities that will be involved and how you have decided these.</p>	
<p>Please include your calculations here. See page 3 for the definitions of prevention, reuse and recycling.</p> <p>To calculate the weights of materials see page 23</p> <p>The evaluation criteria is the weight in tonnes of waste prevention, reuse and recycling, together with your project plan and risk assessment</p> <p>This total section (a+b) has a weighting of 45</p>	<p>It is important that you identify the specific materials and quantities which will be prevented, reused and/or recycled from your project.</p> <p>You should include a breakdown for each separate material and clearly show your calculations for each, here in this box</p> <p>You should then provide a total amount for each material, having separate tonnage for prevention, for reuse and for recycling in the box below.</p> <p>Prevention and reuse/recycling are separate activities and should not be double counted in your weight estimates. For example if your project reuses or</p>

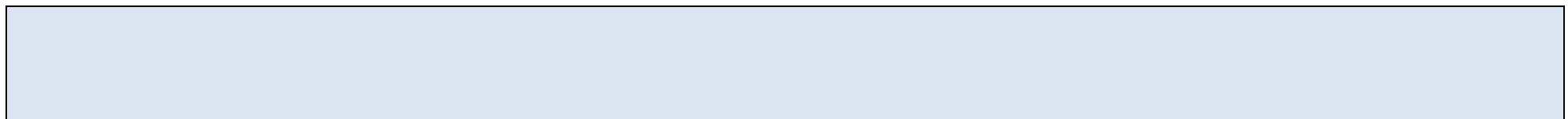
Also b) RISK ASSESSMENT.

You should clearly explain how you have considered the risks involved for your project. You should describe in detail the steps you will carry out to minimise these risks.

Risk or Hazards (insert rows as needed)	Impact:	Likelihood :	Risk Rating	Mitigating Action	Risk Rating after action	Remarks
	1. Insignificant 2. Low 3. Medium 4. High 5. Critical	1. V. Unlikely 2. Possible 3. Likely 4. V. Likely 5. Certain	Impact x Likelihood 1 - 6 Low 8 - 12 Medium 15 - 25 High			
example						
Community Premises not available	4	2	(4 x 2 =) 8	Back up location secured through xx Org. Participants aware of arrangements	4	Will not jeopardise project delivery

c) Please tell us of any Education Activities you plan to do that will support your project and Community Fund aims. (Maximum 500 words)
The evaluation criteria is the educational activities that will help change behaviour and support the four key materials, food, furniture, textiles and/or all plastics. This section has a weighting of 10

You should explain the supporting activities that you will do that will help to educate your community on the objectives of the Community Fund and your project. Please explain how these educational activities will help influence people and help towards changing waste behaviours for the better.



d) Tell us how your project will directly engage with stakeholders or residents. (Maximum 250 words)
The evaluation criteria is who and how you will directly engage with. This section has a weighting of 10

This is the direct interaction with people who take part in your project e.g. those attending skills sessions, training, a participatory event or workshop. This is your best estimates of the numbers involved as you prepare your activities.
This doesn't include indirect engagement such as leafleting, or social media hits and likes, or footfall at a general awareness event.

<p>Your Calculation for the number of people you will directly engage with through participation in project activities</p>	<p>Examples: Monthly swapping event over 10 months 10 events x 40 people attending = 400 people.</p> <p>Sewing skills training with 6 people attending for 7 weekly sessions, running the sessions three times over the project. = 3 training events x 6 people = 18 people. (i.e. the same 6 people attend for 7 weeks, so the calculation is <u>not</u> 3x6x7 = 126)</p> <p>P.A.T. testing course for shop Volunteers = 2 people x 5 shops = 10 people</p>
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e) Volunteering. Tell us how your project will create opportunities and promote the value of volunteering. (Maximum 250 words)
The evaluation criteria is the number of Volunteer hours and the opportunities for your Volunteers. This section has a weighting of 10

Please explain how you will secure and support Volunteers for the length of your project.
This might include incentives, travel costs, subsistence, training opportunities etc.

<p>Your Calculation for the number of volunteer hours</p>	<p>This is the number of hours each of your Volunteers will contribute during the project. E.g. 2 Volunteers x 5 hours per week for 35 weeks = 350 hours</p>
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3 Volunteers x 2 hours per week for 35 weeks = 210 hours
Total Volunteer hours = 560 hours.

f) Additional Environmental Impacts. (Maximum 250 words)

The evaluation criteria is the additional impacts your project will have on the environment. This section has a weighting of 5

Please explain how in addition to your main project objectives and activities you could achieve added environmental benefits. Examples could be: Improving the local neighbourhood by reducing litter, improving communal green space by displaying reused / recycled materials; showing how your project contributes towards reducing air / water pollution.

g) Additional Health Impacts. (Maximum 250 words)

The evaluation criteria is the additional health impacts identified in your project. This section has a weighting of 5

Please explain how in addition to your main project objectives and activities you could achieve added health benefits. As examples; in addition to reducing food wastage by providing cooking skills and food planning, your project could improve peoples' nutrition through achieving a balanced diet; or improve weight management through portion control.

h) Evaluating the social value of the participants in your project. (Maximum 350 words)

The evaluation criteria is the suitability of the method you will use to identify the social value impacts of your project and how you will evidence this. This section has a weighting of 10

Please explain how you will plan, monitor and record any additional impacts and social value for those people taking part in your project. This might include information from those who you will directly engage with, your Volunteers, your Trainers and Project Officers. You can do this through recognised Social Value methods, or explain other means.

MRWA will also provide project monitoring that we require, including social value impacts, this will be part of your Funding Agreement.

Section 4) COSTS:

Please itemise and give descriptions of all parts of your project including the costs that you are applying for Community Fund.

The Descriptions below are examples of activities that may be appropriate for your project. Please itemise specifically for your project. The evaluation criteria is the suitability of your project costs, and that all realistic costs have been included. You should cross reference your project plan to check all activities have been costed.

All invoices and receipts should be kept for a minimum of 3 years after your project has ended. We will carry out regular spot checks and may ask you to provide information at any time for auditing purposes.

DESCRIPTION e.g. (this is an example please complete specifically for your project)	FUNDING		
	COMMUNITY FUND GRANT (a)	MATCH / OTHER FUNDING (b)	TOTAL PROJECT COST (=a+b)
Time			
Planning & preparation			
Project Officer			
Project Assistant			
Volunteers			
Finance & Administration			
Delivery			
Project Officer			
Project Assistant			
Volunteers			
Premises			
Hire costs			
Insurance			

Capital Equipment			
Item			
Item			
Communications			
Resource design			
Printing			
Distribution			
Publicity			
Social media			
Other Expenditure			
Item			
Item			
Monitoring & Evaluation & Reporting			
Social Value measurement			
Monitoring June - Sept			
Monitoring Oct - Dec			
Monitoring Jan – March			
Evaluation			
End Report			
(continue as necessary)			
Total Project Value	Add up column (a) here	Add up column (b) here	Add a) + b) to show the total project value here.
Community Funding requested Please confirm here how much funding you're requesting from Community Fund for your project. (Please note, your funding offer may not be the full amount you request)	£		

Section 5) DECLARATION

Declaration

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

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	This should be the person who has overall responsibility for your Organisation. You should ensure this is signed as applications can't be accepted without this signature.
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



Part Five: The assessment process

How we evaluate applications and decide on who to fund

The closing date for applications is **Sunday 15th March 2020 at 11.59pm** we can't accept applications after this date.

It's important that you complete the entire application form as any incomplete applications can't be considered.

Applications will then be scored based on how closely you meet the criteria for each section. These are outlined in the guidance notes page 8 - 17.

The assessment criteria helps us to ensure that projects receiving funding address waste issues whilst improving outcomes for local residents.

A weighting is applied to each section to achieve an overall project value of up to 100, which each application is calculated against. Those applications with the highest overall score following the evaluation will have a greater chance of Funding. The weightings which we use are shown in the guidance notes page 8 - 17.

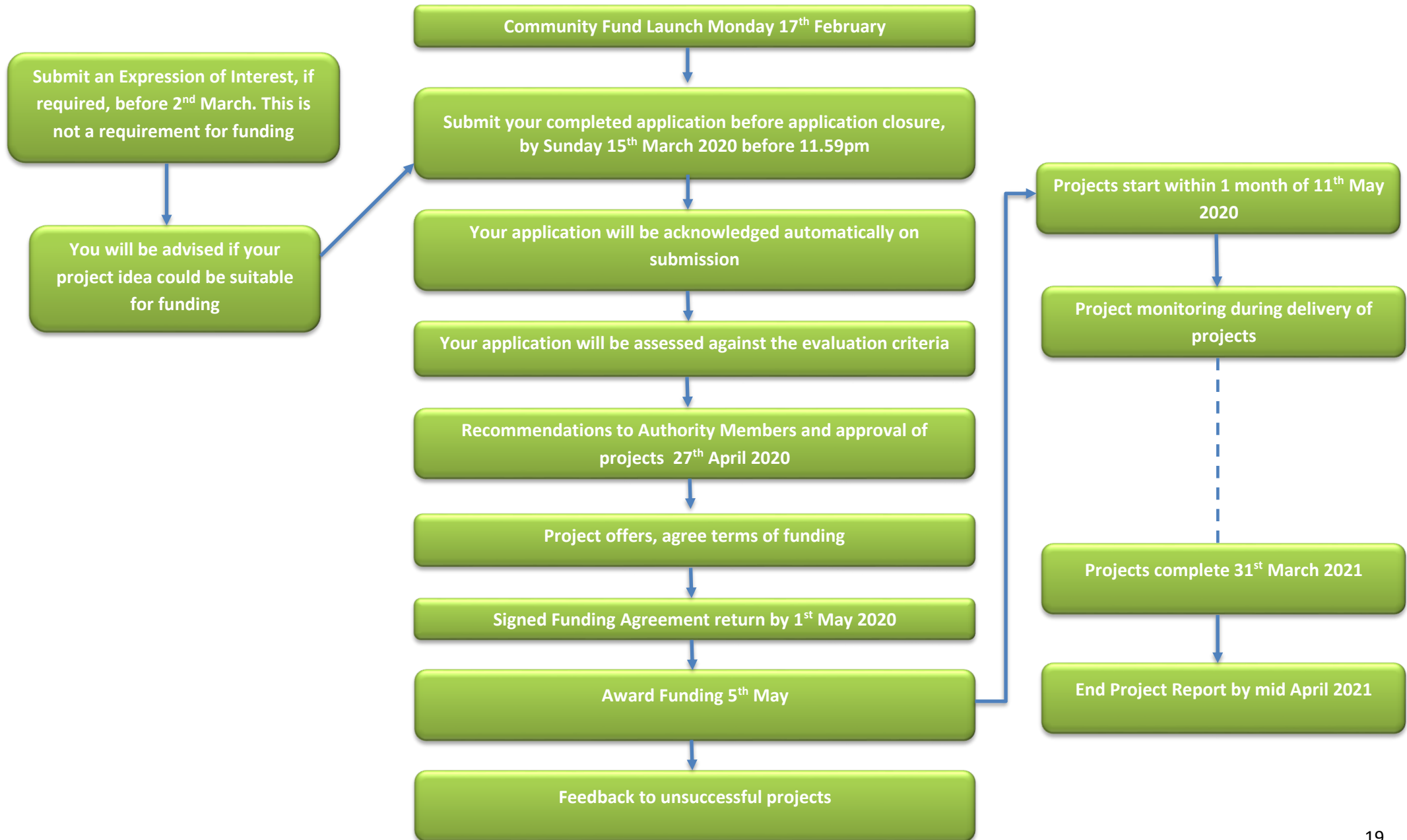


The decision of the Authority on the award and amount of funding is final and there is no appeal process.

We appreciate the time and effort required to submit a funding bid. The demand for funding is usually high and, as a competitive process, we cannot fund every application that we receive. Some worthwhile projects will unfortunately be unsuccessful.



Part Six: Step by Step Guide



FREQUENTLY ASKED QUESTIONS (FAQs)

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

MRWA is the statutory Authority 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 waste prevention, recycling, and the safe and effective recovery of energy from waste for Merseyside residents.

2) Who is Veolia?

Veolia, under contract 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 at

<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 [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; electricity and steam. 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 is a Unitary Authority with 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 of Knowsley, Liverpool, Sefton, St Helens and Wirral together with 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 Community Fund pot is £165,000 with up to £120,000 set aside for large grants for projects in the City Region area of up to £30,000 per project AND £45,000 set aside, of £1,000 to a maximum of £8,000 for District projects. Any underspend in the Regional pot will be reallocated to District projects (and vice versa)

8) Can an organisation submit more than one project application for the small grant fund? Can an organisation apply for both the small grant and the large grant funding?

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 in any given year.

You can apply for both a small grant award and for the large grant but again, only one application per organisation can be funded in any given year.

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 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, but the majority of your tonnage must be for the priority material. Projects will not be scored if they do not include at least one priority material as the main focus of the project.

11) 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 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. Unfortunately during the assessment process we do not have the time to contact organisations for any missing information regarding your project.

16) Can you submit an application after the deadline of Sunday 15th March 2020 at 11.59pm

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

17) Do projects have to be completed by 31 March 2021?

Yes. Your project should be completed before the end of March 2021. Successful applicants will be required to provide an end report on completion of their project by 31st March 2021. Extensions will only be allowed in exceptional circumstances with MRWA's written 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 in each of those years.

19) Can you submit an application for 2020-21 if you have received a Community Fund grant in 2019-20 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 how it 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 Funding Agreement (FA) will be made with each successful applicant including arrangement for payment in advance of goods and services being received. This FA will be based on committed outputs and monitoring within your application and establishes a mechanism to allow the Authority to seek recompense should the applicant be unable to meet the agreed project outputs.

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

All projects receiving Community Fund small grant agree to at least one visit to the Merseyside and Halton Recycling Discovery Centre (RDC) run by Veolia at their Gillmoss Facility. The RDC offers waste education and awareness raising sessions for community organisations by appointment. You can book a visit on line at <https://www.veolia.co.uk/merseyside-and-halton/education-community/recycling-discovery-centre>

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 the RDC for a waste awareness visit and / or attend an Open Day. Attendance at an Open Day would provide your project with an opportunity to showcase your work to the local community, e.g. through staffing a display and / or running a workshop activity.

FURTHER SUPPORTING INFORMATION

Please see the tables below for information on the average weights of common items and materials.
Please Note: 1 tonne equals 1,000 Kg

Average Weight Values for Bulky Materials.

Calculated from research carried out by MRWA and the Furniture Re-use Network
As an example an armchair, at 35Kg would be divided by 1,000 to equal 0.035 tonnes for your calculation.

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 table	10	Medium Rug	5
Computer (laptop)	2	Sideboard	35
Computer (tablet)	0.4	Sofa	40
Cooker	56	Suite (3 piece)	80
Cupboard	40	Table (small / coffee)	17
Desk	30	Table (large / dining)	30
Dishwasher	47	Table (dressing)	35
Fridge / freezer (small)	30	TV / monitor	25
Fridge / freezer (large)	50	TV (large 32in)	52
Headboard	13	Wardrobe	55
Hi-fi unit	17	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) ¹
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

¹ 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

Volume of Typical Waste Bins / Bags	
<p>To help you estimate volume (litres) the simple guide below is based on the capacity of typical waste bins.</p> <p>The conversion factor will produce a weight figure in Kg. e.g. 100 Litres of plastic bottles x the plastic bottles conversion factor (0.01) shown in above table = 1kg (or 0.001 tonnes)</p>	
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 2020-2021 projects. You not required to calculate a carbon reduction estimate in your application. This will be provided to you as an added value output.