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| **CF** | **2022-23** |  |

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A group of people preparing food

Description automatically generated with medium confidence

**Application Form 2022-2023**

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| **2022-23** |  |

**The Application Form. The parts shown in BLUE should be completed**

**SECTION 1 Contact Details**

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| **COMMUNITY FUND 2022-2023** | | | | | | | | | | |
| **The Name of your project** |  | | | | | | | | | |
| **Your Organisation** |  | | | | | | | | | |
| **Head of your Organisation** |  | | | **Tel** | |  | | | | |
| **Mobile** | |  | | | | |
| **email** | |  | | | | |
| **Organisation Address** |  | | | | | | | **Postcode** | |  |
| **Type of Organisation** |  | | | | | | | | | |
| **Charity Number & Company Number (if applicable)** |  | | | | | |  | | | |
| **Governing Documents Included e.g., a constitution, incorporation, or articles** | **Yes /No** | | **Type of Document** | |  | | | | | |
| **The Name of the Person who will Lead the Project** |  | | | **Tel** | |  | | | | |
| **Mobile** | |  | | | | |
| **email** | |  | | | | |
| **Website details** |  | | | | | | | | | |
| **Social Media address’**  **FaceBook, Twitter, Instagram, YouTube etc** |  | | | | | | | | | |
| **Communication/Social Media contact**  **if different to above** |  | | | **Tel** | |  | | | | |
| **Mobile** | |  | | | | |
| **email** | |  | | | | |
| **List any Project Partners** |  | | | | | | | | | |
| **The area of the Liverpool City Region your project will take place.** | | | | | | | | | | |
| **Halton** | |  | | **Sefton** | | | | |  | |
| **Knowsley** | |  | | **St Helens** | | | | |  | |
| **Liverpool** | |  | | **Wirral** | | | | |  | |
| **All of City Region (or min.3 areas)** | |  | | | | | | | | |

**SECTION 2) PROJECT MATERIALS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FOOD** |  | **TEXTILES**  **(clothing and non-clothing)** |  | **PLASTICS**  **(all types)** |  | **FURNITURE** |  |
| **Any other types of household material** | |  | | | | | |

**SECTION 3*)* PROJECT DETAILS  *( boxes expand as needed)***

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| --- | --- | --- |
| **Part a) How will your project, prevent waste, increase reuse and/or recycle**  **(maximum 1000 words)** | | |
|  | | |
| **Part a) Include your calculations for tonnage here.** | | |
|  | | |
| i) Prevention Materials - Total here |  | |
| ii) Reuse Materials - Total here |  | |
| iii) Recycling Material - Total here |  | |
| **Total Tonnage** |  | |
|  | | |
| **Carbon Benefits**  **The above materials provide carbon benefits. The estimated CO2 reduction equivalent for your project will be calculated by MRWA.** | |  |

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| 1. **PROJECT PLAN. You can provide here or on a separate sheet** |

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| **Task/Activity**  (insert rows as needed) | **Key Date or Milestone** | May-22 | | | | | June | | | | July | | | | Aug | | | | | Sept | | | | Oct | | | | | Nov | | | | | Dec | | | | Jan-23 | | | | | Feb | | | | Mar | | | |
| **2** | **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **4** | **11** | **18** | **25** | **1** | **8** | **15** | **22** | **29** | **5** | **12** | **19** | **26** | **3** | **10** | **17** | **24** | **31** | | **7** | **14** | **21** | **28** | **5** | **12** | **19** | **26** | **2** | **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **6** | **13** | **20** | **27** |
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| **c)** **RISK ASSESSMENT.** | | | | | | | | | | |
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| **Ref** | **Hazard** | **Risk** | **Persons at Risk** | **Rating before mitigation**  **(L x S = R)** | | | **Mitigation measures** | **Rating following mitigation**  **(L x S = R)** | | |
| **L** | **S** | **R** | **L** | **S** | **R** |
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| **d) The Educational Activities / Resources, to support your project and the Community Fund aims. (Maximum 300 words)** |
|  |
|  |
| **e) How your project will directly engage with participants (Maximum 250 words**) |
|  |
| **Provide the Calculation for the number of people you will directly engage with in project activities** |
|  |
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| **f) How will your project support and promote volunteering. (Maximum 250 words)** |
|  |
| **Provide calculation for the expected number of Volunteer hours** |
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| **g) How will your project provide Environmental Impacts. (Maximum 200 words )** |
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| **h) How will your project offer Health Impacts. (Maximum 200 words)** |
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| **i) How will you keep your project on-track, evaluate, and measure your project outcomes, and identify Behavioural Change and Social Value. (Maximum 300 words)** |
|  |
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**SECTION 4) COSTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION**  (Itemise costs specifically for your project) | **FUNDING** | | |
| **COMMUNITY FUND REQUEST**  **(a)** | **YOUR MATCH & OTHER FUNDING**  **(b)** | **TOTAL PROJECT COST**  **(= a+b)** |
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| **Totals** | Total column a) | Total column b) | Total a + b |
| **£** | **£** | **£** |
| **Confirm here the amount of Community Funding you are requesting** | **£** | | |
|  | | | |

**SECTION 5) 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** |  |
| **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. Remember to keep a copy of your application for your own records.

**The closing time and date for submission is**

**Sunday 20th March 2022 at 11.59pm**

Please return your completed application by email to

[CommunityFund.2022-2023@merseysidewda.gov.uk](mailto:CommunityFund.2022-2023@merseysidewda.gov.uk)

**It is important that you retain the email reply as the confirmation you have applied for funding**.

Or return by post to:

**Community Fund Application 2022-2023**

**Merseyside Recycling and Waste Authority**

**7th Floor**

**No. 1 Mann Island**

**Liverpool**

**Merseyside**

**L3 1BP**