



Merseyside Recycling & Waste Authority
Community Fund
In partnership with Veolia



2022-2023 Guidance Notes

Introduction

Applications are welcome from community voluntary sector organisation for **waste** themed projects. A total of £165,000 is available to support projects that address household waste issues. This funding covers the five Merseyside Boroughs and Halton.

Waste Prevention, Reuse and Recycling

Waste Prevention: includes actions that stop the generation of waste by changing people's behaviour.

Reuse: includes repairing or cleaning activities that allow items to be reused for the same purpose as it was originally intended.

Recycling: is when materials are collected and sent to Organisations that reprocess the material into new 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 measurements to use at the end of this guidance.

We 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 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

We can't 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.

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 training, skills, and knowledge to improve their food shopping and storage habits and by improving portion control.

Furniture

Unwanted furniture may be suitable for reuse, repair or repurposing. 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.

Expressions of Interest

You can check if your ideas are in line with our funding aims by submitting an Expression of Interest (E.O.I) any time before **Sunday 27th February 2021**.

This should be no more than one side of A4 paper. We will give you feedback by email so you can consider if you wish to put in a full funding application. So that we can suitably advise you please include in your E.O.I.

- Which 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 20th March 2022 at 11.59pm**

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

The Funding Available

We have a total funding pot of **£165,000** for projects between **£1,000** to **£30,000**.

For projects across the City Region area there is up to £30,000 per project. (must cover a minimum of 3 Districts equitably). With £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 that will.

- confirm how much funding you will be awarded, please note this may not be the full amount you requested.
- request details of; insurance liability cover, lease agreements and consents that are applicable, this information is needed before funding can be released,
- detail the terms and conditions of your offer and
- explain how we will monitor your project.
- Ask you to confirm your project can start no later than one month after receiving funding.

The award of any funding will require you to enter into a formal Funding Agreement. This covers the terms and conditions for your project. It includes evidence of any consents etc; your project resources, and the expertise to deliver activities, performance and 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 in two or three stages, to an organisational bank account that has two independent 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.

How to apply:

Guidance advice is shown below in **RED** in the application form. They indicate what we're looking for, the evaluation criteria and weighting for each section. All sections shown in **BLUE** must be completed for your application to be assessed.

SECTION 1 Contact Details

COMMUNITY FUND 2022-2023				
The 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.			
Your Organisation	Please provide the full formal name of your Organisation so that due diligence checks can be carried out.			
Head of your Organisation	This is the person who has overall responsibility for your Organisation. They may or may not be the Project Lead.	Tel	provide a landline number	
		Mobile	provide a mobile number	
		email	provide an email address	
Organisation Address	Please provide the full address of your Organisation.		Postcode	include the postcode
Type of Organisation	You should refer to page 2 above for the type of organisation we can support			
Charity Number & Company Number (if applicable)	We use this information to verify your Organisation as an active Charity		We use this information to verify your Organisation is an active Company.	
Governing Documents Included e.g., a constitution, incorporation, or articles	Yes /No Delete as appropriate	Type of Document	If applicable, provide copies of this information with your application. We will use this to verify your Organisation.	
The Name of the Person who will Lead the Project	The person who is leading the project. They will be the day-to-day contact, by telephone and email, and will provide monitoring information to us.		Tel	All funding and project communications will be sent to this contact, ensure it is correct.
			Mobile	
			email	
Website details	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 address' FaceBook, Twitter, Instagram, YouTube etc	Provide details of any social media platforms you have. Facebook, Twitter, Instagram YouTube etc. Please share social media and tag us in your posts			
Communication/Social Media contact if different to above	The person (if different to the project lead) who will manage the communications and social media for your project.		Tel	detail
			Mobile	detail
			email	detail
List any Project Partners	Details of any partner organisation(s) that you will work with to deliver your project. Include any organisations you will be renting / leasing premises from.			

The area 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 £30,000 your project must be delivered equitably in at least three of the Liverpool City Region District Area's.

Halton		Sefton	
Knowsley		St Helens	
Liverpool		Wirral	
All of City Region (or min.3 areas)	Indicate 'All' or List the 3 Districts here		

SECTION 2) PROJECT MATERIALS

Priority materials must be the focus of your project and the majority of the materials you will deal with.

FOOD		TEXTILES (clothing and non-clothing)		PLASTICS (all types)		FURNITURE	
Any other types of household material		consider the tonnage of these materials, they should not exceed the tonnage of your priority materials.					

SECTION 3) PROJECT DETAILS (boxes expand as needed)

Part a) How will your project, prevent waste, increase reuse and/or recycle (maximum 1000 words)	
You should describe the steps you will take to carry out your ideas and the activities that will be involved and how you have decided these. Explain how the funding will help your organisation deliver your project. Also explain how you will adapt the delivery of your project if we are subject to new Covid restrictions	
Include your calculations for tonnage here.	
Identify each specific material and the quantities that will be prevented, reused and/or recycled. You should include a breakdown for each separate material and clearly show your calculations for each. Prevention and reuse/recycling are separate activities and should not be 'double counted' in your weight estimates. For example, if your project reuses or recycles 2 tonnes of Textiles, this doesn't count as 2 tonnes of Textile waste prevented. You should then provide a total amount for each material	
i) Prevention Materials - here	e.g., Food xxx tonnes
ii) Reuse Materials - here	e.g., Furniture xxx tonnes, Textiles xxx tonnes
iii) Recycling Material - here	e.g., Furniture xx tonnes, Textiles xxx tonnes
Total Tonnage	Add up i) + ii) + iii) to give total
Carbon Benefits The above materials provide carbon benefits. The estimated CO ₂ reduction equivalent for your project will be calculated by MRWA. This section weighting of 5	MRWA use carbon metrics provided by DEFRA, you don't need to provide this calculation yourself

b)PROJECT PLAN. You can provide here or on a separate sheet

You should detail the steps you will do to carry out your project and the activities involved.

Explain how you will deal with issues relating to Covid restrictions and the measures you will use to successfully complete your project.

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	
example																																																								
Plan for workshops	Complete by 27 th May 2022																																																							
Workshops = 6 blocks of 5-week. 30 Weekly workshops. 20 people per block 20 x 6 = 120 people	Completed by 24 th Feb 2023																																																							
If Covid restrictions apply, Workshops = 6 blocks of 5-week. 30 x Twice weekly online workshops 15 people per session 2x15x6=180	Completed by 24 th Feb 2023																																																							
Feedback from workshops																																																								
Prepare &Plan for Swap Events including promotion																																																								
Swap Event = 1 per month x 6 months	Completed by 18 th Feb 2023																																																							
Feedback from swap event																																																								
Monitoring report																																																								
Evidence and write End Report																																																								

c) RISK ASSESSMENT. You should explain how you have considered all risks involved for your project. You should describe in detail the steps you will carry out to minimise these risks. You should also identify the risks specifically involved due to Covid-19 and how you will manage these so you can successfully complete your project. Key: L= Likelihood S = Severity R= Risk

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
1	Access/Egress to workshops / event	Slips, trips, and falls	All staff and attendees	3	3	9	<ul style="list-style-type: none"> All attendees to be given information regarding the centre layout and rules Participants for workshops to arrive in a timely manner specified in the invitation Attendees to signed in and register Attendees to social distance where possible. All will be given an overview of the fire safety procedures and instruction on emergency procedures, at the start of workshop. Participants will access and egress in a safe and coordinated manner, Fire Direction/Exit Signage displayed 	1	3	3
2	COVID-19	Catching COVID-19 at Community Workshop	All staff and attendees	3	3	9	<ul style="list-style-type: none"> Appropriate numbers of participants to limit the likelihood of COVID spread / infection. Participants will be asked not to come if they have any symptoms of COVID-19 (fever, cough, loss of taste or smell, sneezing, sore throat). Adult participants are encouraged to take a lateral flow test prior to attending the workshop. Adult with positive test will not attend. 2M social distance will be maintained at workshop Face coverings to be used unless exemption applies 	1	3	3

Section 3, a+b+c has a weighting of 45. The evaluation criteria is the weight in tonnes of waste prevention, reuse and recycling, together with the suitability of your project plan and risk assessment.

Section 3 d) The Educational Activities / Resources, to support your project and the Community Fund aims. (Maximum 300 words)

You should explain the supporting activities/resources that you'll use to educate your community on the objectives of the Community Fund and your project. Explain how this will help influence people to positively changing waste behaviours , and your plan to incorporate these into the delivery of your activities.

The evaluation criteria is the educational activities that will help to 'change behaviour' and support the key materials included in your project (food, furniture, textiles and/or all plastics).

This section has a weighting of 10

e) How your project will directly engage with participants (Maximum 250 words)

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 the footfall at an event.

Provide the Calculation for the number of people you will directly engage with in project activities

Examples:

A swapping event, one every month for 10 months
10 events x 40 people attending = 400 people.

Sewing skills training with 6 people attending for 7 weekly sessions, running three blocks of the sessions 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 not $3 \times 6 \times 7 = 126$)

P.A.T. testing course for shop Volunteers = 2 people x 5 shops = 10 people

Total Direct Engagement = 400 + 18 + 10 = 428

The evaluation criteria is the 'who and how' you will directly engage.
This section has a weighting of 10

f) How will your project support and promote volunteering. (Maximum 250 words)

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

Provide calculation for the expected number of Volunteer hours

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

3 Volunteers x 2 hours per week for 35 weeks = 210 hours

Total Volunteer hours = 350 + 350 = 560 hours.

The evaluation criteria is the number of Volunteer hours and the opportunities for your Volunteers.

This section has a weighting of 10

g) How will your project provide Environmental Impacts. (Maximum 200 words)

Explain how, in addition to your main project objectives and activities ,you could achieve added environmental benefits.

E.g.,

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.

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

h) How will your project offer Health Impacts. (Maximum 200 words)

Explain, in addition to your main project objectives and activities, how you could achieve added health benefits.

E.g.,

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 getting portion sizes right.

Taking part in workshops could, in addition to learning new skills, help peoples mental wellbeing.

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

i) How will you keep your project on-track, evaluate, and measure your project outcomes, and identify behavioural change and any Social Value. (Maximum 300 words)

Explain how you will plan, monitor, and record progress against your agreed outputs. this will be part of your Funding Agreement. Sufficient progress must be achieved to release stage 2 and 3 payments.

You are also required to submit an End of Project report that will detail all achievements against target outputs, and include additional outcomes and social value impacts. This will 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 what other means you will use.

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

SECTION 4) COSTS: An example is shown in red

DESCRIPTION (Itemise costs specifically for your project)	FUNDING		
	COMMUNITY FUND REQUEST (a)	YOUR MATCH & OTHER FUNDING (b)	TOTAL PROJECT COST (= a+b)
Planning & preparation Time			
(xx hrs x hourly rate)			
Project Officer 4weeks x 16hrs x £13.25 e.g.,	£424	£424	£848
Project Assistant 4weeks x 8hrs/wk x £9.50 (living wage)	£304	0	£304
Finance & Administration 10 weeks x 3hrs/wk x £9.50	£285	0	£285
Delivery			
Project Officer 40weeks x 8rs x £13.25	£2,120	£2,120	£4,240
Project Assistant	£2,000	£1,040	£3,040
Volunteers 40 weeks x £5.65 expenses	£200	£26	£226
Premises			
Hire costs 40 weeks x £75	£2,000	£1,000	£3,000
Insurance		£250	£250
Capital Equipment			
Item - food caddys & liners 30 x £15	£250	£200	£450
Item - mobile induction hob	0	£230	£230
Communications			
Resource design	0	£300	£300
Printing	0	£400	£400
Distribution	0	£150	£150
Publicity	0	£500	£500
Social media	0	£200	£200
Other Expenditure			
Item - catering	0	£150	£150
Monitoring & Evaluation & Reporting			
Monitoring May – Sept 3hrs x £13.25	£40	0	£40
Monitoring Oct – Dec 3hrs x £13.25	£40	0	£40
Monitoring Jan – March 3hrs x £13.25	£40	0	£40
Social Value information 6hrs x £13.25	£80	0	£108
Evaluation and End Report 12hrs x £13.25	£159	0	£159
	Total column a) add up	Total column b) add up	Total a + b add up
Totals	£ 7,942	£ 6,990	£14,932
Confirm here the amount of Community Funding you are requesting Note, your funding offer may not be the full amount you request.	£ £7,942 Confirm how much funding you're requesting from the Community Fund.		

The Descriptions above are examples of activities that may be appropriate for a project. You should 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 spot checks and may ask you to provide information at any time for auditing purposes.

The release of Stage Payments is dependent upon you providing evidence of successful project progress and budget spend information.

SECTION 5) 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. Electronic signature is acceptable.
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 is Sunday 20th March 2022 at 11.59pm

Please return your completed application by email to
CommunityFund.2022-2023@merseysidewda.gov.uk

It is important that you retain the email reply as the confirmation you have applied for funding. This is the receipt of your application.

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**

It is your responsibility to submit your postal application to reach us before the deadline.

Part Five: The assessment process

How we evaluate applications and decide who to fund

The closing date for applications is **Sunday 20th March 2022 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. During the assessment process, we don't have time to contact organisations for any missing information regarding your project.

Applications will be scored based on how closely they meet the assessment criteria for each section. The evaluation determines the projects we can support, those which 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 will have a greater chance of funding. The weightings which we use are shown in the guidance notes.

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 can't fund every application that we receive. Some worthwhile projects will unfortunately be unsuccessful.

SUPPORTING INFORMATION

The table below gives information on the average weights of common items and materials.

Note: **1 tonne equals 1,000 Kg**

Materials should be weighed and verified whenever possible and actual weights provided

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 (i.e., 0.035 Tonnes)	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	Microwave	19
Cot	17	Piano	100
Cabinet	15	Pram	15
Chair (dining)	7	Pushchair	7
Chest of drawers	30	Medium Rug	5
Computer table	10	Sideboard	35
Cooker	56	Sofa	40
Cupboard	40	Suite (3 piece)	80
Desk	30	Table (small / coffee)	17
Dishwasher	47	Table (large / dining)	30
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

for monitoring outputs. If you are unable to provide actual weight information and need estimated weights of other items, please contact MRWA.

Conversion Factors 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 in Kg
Food waste	0.425
Plastic bottles and containers	0.01
Plastic bags and film	0.078
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
Textiles- see note 1 below	= 8kg (0.008Tonne) ¹

Volume of Typical Waste Bins / Bags

To help you estimate volume, the information is based on the capacity of typical waste bins.

The conversion factor will produce a weight figure in Kg. e.g., 240 Litres (wheelie bin) of plastic bottles x the plastic bottles conversion factor (0.01) shown in above table.

= 2.4 kg (or 0.0024 tonnes)

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 DEFRA England Carbon Metrics, to evaluate 2022-2023 projects. You're not required to calculate a carbon reduction estimate in your application. This will be provided to you as an added value output.

¹ 8Kg is the accepted weight of a standard refuse bag of textiles, tied at the top, as determined by the Textile Recycling Association www.textile-recycling.org.uk/charity-shop-grade-specifications Nov 2014