



MERSEYSIDE RECYCLING & WASTE AUTHORITY

Library of Things – Support Funding Application Form

July 26– March 28

Pack includes:

1. Your Organisation
2. Meeting the Project Objectives
3. Finance
4. Evaluation
5. Conflict of Interest
6. Other Issues
7. Appendix 1: Timescales
8. Appendix 2: Scoring Evaluation

To apply, please download and complete the proposal form and send to laura.gilmore@merseysidewda.gov.uk or chauntelle.bowler@merseysidewda.gov.uk by 5pm 7th August 2026. Any queries should be submitted via email to the contacts provided, We advise all applicants to reach out and will support all interested parties to ensure the best projects for Liverpool City Region.

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Please ensure to read all of the associated documents entirely before completing this application.

1. About your Organisation(s):

1.1 Name of the organisation making this proposal. If you are working in partnership, please list all partners and indicate who will be the lead partner.

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1.2 Contact name, and email address for enquiries about this proposal. If this is a partnership proposal, please list the lead contact.

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1.3 If applicable, please provide your charity or company number below.

Company Number:		Charity Number:	
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Application

Title of project:	
Date of proposal:	

2. Meeting the Project Objectives:

This section evaluates your skills and experience in relation to the specific project objectives.

2.1 Community Links, Focus and Local Demand -

What links do you have or plan to make within the community to support your scheme? Do you have a set target demographic? Which areas of Liverpool City Region do you aim to support? As we will have applicants from across the City Region, please demonstrate the need for this scheme within your area, what other provisions if any are available locally and how do you differ from them.

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2.2 Knowledge and Experience –

A. Knowledge and Experience around project planning and delivery

Please tell us about your relevant experience in delivering workshops, developing engaging resources, and planning, setting up and running a community projects.

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2.3 Design of pilot project:

- Please share your plans for this scheme and its delivery, including its potential and longevity outside of this funding. We can only score what is provided so please be as detailed as possible around aims, outcomes and content. If you would like to include additional documents, please email these alongside your application.
(Please note we are funding up to three Library of Things schemes, these are place-based projects, each serving a defined locality, but accessible more widely across the LCR).

2.4 Implementation Plan and Timetable

Please describe each task you will undertake to deliver the project within time scales, ensure to show the key tasks involved in delivering the project, including when each task will happen, and demonstrating how the work will fit the planned start and finish date.

3. Finance:

This section covers the financial request for the Library of things support funding.

3.1 Your Organisation

Please indicate the amount which your organisation wishes to quote in order to deliver the project:

Total:	
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(Please remember we are supportive of paying Living Wage to any employees involved in delivering services as part of this contract.)

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3.2 Cost breakdowns

Please provide a breakdown of these costs in the following table or on an additional document. As this is 40% of your scoring it is important to be as detailed as possible, subheading such as equipment will score lower than specific named products and costings. Unless otherwise indicated as per year spends the project total will be divided into two equal payments across each year, if you do require specific breakdowns please do include these.

	Costs.	Hourly rate:	No. of hours:	Total costs £:
3.2a	Library Scheme: please provide details around direct project costs.			
3.2b	Staff/Volunteer Time: please provide details for which staff/volunteers would be involved for how much time:			
3.2c	Other Costs: please list costs associated with delivery and reporting:			
	Management Overheads: (Max 10%)			
	Total Costs:			

3. Evaluation

Please explain why your organisation is best placed to deliver this project: (Max 250 words).

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4. Conflict of interest

4.1 Please indicate whether any known actual or potential conflicts of interest may arise in the provision of carrying out this engagement.

Potential Conflict:		No Conflict:	
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If there are actual or potential conflicts, please provide full details including:

- Brief description of the nature of connections creating actual or potential conflicts of interest.
- The full name of any people or bodies whose involvement gives rise to the actual or potential conflicts of interest.
- Mark with an (*) an organisation, people or bodies that are connected with MRWA.
- An explanation of how the Applicant proposes to deal with actual or potential conflicts so that they do not prejudice a fair and competitive procurement process or the position of MRWA.

4.2 Please indicate whether your organisation, or partners, have been recipients of MRWA and Veolia's 2025-2026 or 2026-2027 Community Fund.

Yes:		No:	
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If your organisation, or partners, have been recipients of MRWA and Veolia's 2025-2026 or 2026-2027 Community Fund, please provide details including:

- Title of successful Community Fund 2025-2026 or 2026-2027 project
- Confirmation there is no overlap between this project and your community fund project.

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Please note if you have successfully been awarded any funding from MRWA and Veolia's Community fund 2025-2026 or 2026-2027, you must show evidence

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there is no overlap of delivery with this Library of Things Project, including participants, targets, or engagements.

5. Other Issues: Not for scoring.

Please use this space to highlight any other useful information for MRWA to consider in this project. (Max 150 words).

Please note the selected organisation will be expected to have all the necessary accreditation/checks in place to undertake this project as described. For those aiming to launch as part of the scheme these will need to be factored into the early stages of the timeline to ensure the project can move forward.

Activity Detail:	Dates:
Project tender goes live	10 th July 2026
Query submission window closes	31 st July 2026
Project tender closes	7 th August 2026
Tender applications evaluated	w/c 10 th August 2026
Organisation selected	w/c 10 th August 2026
Due diligence	Following acceptance
Project initiation meeting	Following acceptance
Final reports received	March 2028

Appendix 1: Time Scales

Appendix 2: Scoring Evaluation

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Score:	Scoring Principles:
10	Excellent – there is ample evidence to support the response.
8	Good – there is sufficient evidence to support the response.
6	Average – there is some evidence to support the response.
4	Fair – there is little evidence to support the response.
2	Poor – there is no evidence to support the response.
0	Very poor – there is no evidence to support the response.