

# Community Resource Action Fund 2011/12

## Guidelines And Application Form

## Introduction:

The Community Resource Action Fund 2011/12 is a Merseyside Waste Disposal Authority & Veolia Environmental Services initiative seeking to improve and strengthen the position of the community sector in relation to waste management. It aims to support the community sector and non-for profit organisations who wish to undertake small scale projects at the local level that explore waste topics that

- Prevent the creation of waste
- Reduce the amount of waste generated and sent to landfill
- Increases the reuse of materials
- Increases recycling
- Address' carbon benefits.

Applications for funding will be accepted from **Monday 4<sup>th</sup> July 2011 until closing Friday 30<sup>th</sup> September 2011**. All projects submissions will then be considered the week commencing Monday 10<sup>th</sup> October and organisations notified as soon as possible after assessment.

## Who can apply?

You can apply for an award under the Community Resource Action Fund 2011/12 if you are a;

- Community or voluntary organisation
- Small to medium sized enterprise;
- Not for profit organisation
- Eco School
- Charity
- Parish or town council
- Youth group or uniformed organisation
- Residents groups (housing association)

## The kind of activity we want to support

The fund aims to support community projects which demonstrate waste prevention, reuse, recycling and carbon benefits. New and innovative approaches to sustainable waste management and that meet two or more of the following **key fund priorities**;

- To reduce waste arising in Merseyside by waste prevention projects
- Divert / increase the amount and the range of materials away from final disposal.

- Increase waste prevention / reuse/ recycling schemes or initiatives
- Increase the number of people and households participating in waste prevention, reuse, and recycling.
- Raise awareness by providing education, advice, support or skills regarding sustainable waste management

Extra consideration will be given to those projects that also demonstrate benefits to the local community and environment.

However, all applications will be considered.

### **What we won't pay for**

- Day to day running costs
- Ongoing staff costs
- Activities that start or happen before we confirm funding
- The recovery of materials considered as 'Contract ' waste ( i.e. that is waste and recycling materials which is normally collected by the Local Authorities )
- Projects that mainly benefit an individual
- Political or religious activities
- Routine repair and maintenance
- VAT that you can recover

### **How much award can be applied for?**

Support will be considered for projects between **up to a maximum of £3,000**. We will fund up to 100% of the total project costs, although 'matched funding' is encouraged. The fund cannot be matched with other funding from MWDA or Veolia ES. In kind contributions can be included in the project.

The fund may support applications to purchase equipment but leasing arrangements are preferable.

Normal practice is for funding to be paid retrospectively however, projects can receive up to 75% of the funding in advance with the remaining 25% paid upon a report (i.e. a short review with your comment on what worked well, what not so well and how you feel the project made a difference).

### **What will happen to your application?**

- We will assess all projects the week commencing Monday 10<sup>th</sup> October 2011.
- Your project details will be scored against the funding criteria
- If your application is successful we will send you an offer letter which, if you sign and return, will form an agreement to the terms of the project funding.

- If your application is unsuccessful we will notify you within a three week administration period explaining the reasons why.

## To help you as you consider your project;

### Part 1

Is a guide to help community organisations when applying to MWDA for funding under the Community Resource Action Fund 2011/12.

The guide gives advice on things you should include in your application for funding e.g.

- Your Project aims,
- Covering the required criteria and outputs
- Planning the project.
- Project budget.
- Health & Safety, Legal considerations.
- Managing the project.
- Recording the outcomes of the project.
- Communications

### Part 2

This is the application form.

Community organisations may submit more than one project for consideration.

### Part 3 Communications Agreement

The communications agreement is a key part of the award of your project funding. It ensures that both you and MWDA/Veolia maximise the communications opportunities that your project could offer. If you have any questions, or require any advice please contact MWDA's Communications Team on Tel: 0151 255 1444.

The Authority has an agreed corporate identity and guidelines for its use. Where possible the Authority requires its logo to appear on any publicity materials, to be displayed at events etc. The Authority is using the 'recycle for Merseyside' branding. In addition to the use of the Authority's logo it would also be appropriate to include an acknowledgment line of text recognising the grant award.

The Authority would expect acknowledgement of the funding at any events or launches etc. It may be appropriate to send out media release the Authority would expect an acknowledgment within any media release and the optional inclusion of a quote from an appropriate spokesperson.

The Authority requests photographic evidence of any activities, launches, events etc – these images could be used (with permission) in Authority publication or media releases. Photographs should preferably be supplied electronically and to a high-resolution specification.

All projects should note the standard guidelines in relation to the utilisation and photographing of individuals and in particular the use of images of children and young people.

The Authority requests permission to use information from your project for communication purposes. This includes publicity and inclusion in publications etc. Photographs or details will not be used without your permission.

**Please remember the final date for accepting application to the Community Resource Action Fund 2011/12 is Friday 30<sup>th</sup> September 2011.**

## PART 1 FUNDING APPLICATION GUIDELINES

### Section A.

This section is where you will provide details and information about your organisation/group

### Section B

This section is where you will identify the name of your intended project and a brief outline of what you intend to do. You need to be clear at the outset;

- **Why you feel the project should be undertaken**
- **What aims and objectives and outputs you expect to achieve**
- **An overview of how the project is going to be done**

### Section C

This is where you explain what activity your organisation is interested in undertaking and explain how your project will address waste issues sustainably. Your project should cover elements regarding environmental, economic and social needs. Explain how your project will meet at least two of our fund priorities.

### Section D

Do you need the help of other organisations and local people to develop and complete the project more effectively? Who will work with you during this project? And what will their role be.

### Section E. Planning your project

Projects are more successful if the right people work together to shape the project, share the work and benefit from what happens. The key is planning how the project will come together. It often helps to break down the work into small tasks.

For each task

- Agree what you want to achieve.
- Cover everything that is needed – time, money, people, skills, and resources, outside help.
- When can the project be done? Highlight key events, timescales and the outputs.
- Consider any Health & Safety, Risk and Legal issues that may apply - see **G.** below.
- Think of communications – see Part 3 of the communications agreement for details.

### Section F Project budget

Draw up a detailed budget including all the costs of the project. Include all contributions to the project, both financial and in-kind support. If this award is to be used as match funding identify other funding sources.

### **Section G. Health & Safety, Risk and Legal considerations**

The following are some issues that you may consider for your project. (There are probably others)

- Have you completed a health & safety assessment?
- How will you minimise and manage risk?
- Does insurance cover you for what you are planning to do? Applicants should ensure that they have sufficient liability insurance to cover the project.
- Do you require permissions from building / land owners, Local Authorities or other organisations?
- For advice on environmental law the Environment Agency has a free service: [www.environment-agency.gov.uk/netregs](http://www.environment-agency.gov.uk/netregs)
- If your project or event involves children or vulnerable adults have you checked child protection requirements? Do you need a child protection policy? Anyone working unsupervised with these groups should have an enhanced Criminal Records Bureau check.
- Have you considered disability and accessibility? For advice see [www.drc-gb.org](http://www.drc-gb.org)

### **Section H. Managing the project**

You need to consider how the project will take place and be managed.

- Appoint one or two people to oversee that the project is done in the right order, at the right time and who is in control of the cost and quality.
- Implement the plan step by step. Keep people up to date with progress.

It will help your funding application if you can identify how the project will keep going once the initial project is finished.

### **Section I. Recording the outcomes of the project**

It will be a requirement of the funding that satisfactory records are provided. You will need to explain how you intend to measure and record the project.

- Record what you did and the difference it made.
- Photos – before, during and after.
- Stories from people involved.
- Press releases and any media coverage your project attracts.
- Be specific, where possible, identifying measurable impacts and outcomes e.g.
  - Increase in re-use, recycling - tonnage savings
  - Increase in knowledge and skills.
  - Decrease in waste, energy or water use.
  - carbon benefits
  - environmental indicators

- social benefits

At the end of your project we would **like a review with your short comment on what worked well, what not so well and how you feel the project made a difference.**

### **Applying for funding**

Complete the funding application form with as much detail as possible. If you require a paper copy of this application please contact [enquiries@merseysidewda.gov.uk](mailto:enquiries@merseysidewda.gov.uk) or telephone 0151 255 1444

### **Funding Priorities – and how your projects will be judged;**

- The applicant is a Merseyside non-for –profit organisation and the project will benefit local community in the Merseyside area.
- The project addresses waste related topics sustainably - waste prevention, reuse, recycling, or may include other environmental benefits such as carbon reduction.
- The project addresses behavioural/attitudinal change towards waste habits.
- It shows community benefits, encourages community participation and interaction.
- Has educational benefits, the project provides some learning or training opportunities
- The application demonstrates how the project has been considered, planned and budgeted.
- The application demonstrates how the project will be managed.
- The application demonstrates how the project will be evaluated, monitored and recorded.
- The project will provide positive media opportunities.

**Projects do not have to fulfil every point to be approved.**

### **Consider also**

- Closing dates and decision times.
- Do you need to source additional funding
- Will all the elements be in place for the project to progress once funding has been granted?
- The project must be completed and invoiced by the end of March 2012.

### **If your project is successful**

You will be informed by an offer letter which, if you sign and return to MWDA, will form an agreement to the terms of the project funding. This letter will detail the level of funding the project has been awarded and any conditions attached to that funding.

Monies will normally be paid retrospectively on provision of VAT receipts and an invoice for the agreed project costs.

75% of the monies may be given in advance on provision of an appropriate service level agreement between the Authority and the community organisation with associated caveats on costs and deliverables being achieved. Should these deliverables not be attained a mechanism to allow recompense to the Authority must be agreed prior to any monies being issued.

MWDA will not meet any additional costs that the project may occur outside of the agreed project funding. Under spent projects will receive the actual project costs.

### **If your project is unsuccessful**

You will be informed by letter with a short explanation to why on this occasion your project could not be supported.

For Office Use Ref No.....

Please read the guidance notes before filling out this application form. Boxes will expand

**PART 2 APPLICATION FORM**

**Section A Contact Details**

Name of your organisation or group.

The name and telephone number of the main contact that will be responsible for the project you are seeking funding for.

Address	Address of main contact if different
Telephone	e-mail

Website address

How long has your organisation/group been in existence?

What is the approximate Annual turnover / income of your organisation

Please describe any waste related activities you currently deliver

Please describe any current activities that are not waste related

Please indicate the geographical area covered by your organisation/ group

**Section B**

Title of your project

What activity is your organisation interested in undertaking

	Setting Up	Expanding
Furniture and white goods for reuse or refurbishment		
Furniture deconstruction		
Computer refurbishment for reuse		
Recycling of high carbon rated materials e.g. textiles		
Household recycling collections of items not currently collected by Collection Authority or MWDA contract		
Awareness Raising / waste related education		
Business recycling collections		
Food projects related to waste reduction		
Community Paint		
Real Nappies not currently supported by Collection Authority		
Other, please specify		

**Section C**

Explain how your project will meet at least two of our fund priorities and covers elements regarding environmental, economic and social needs.

**Section D**

Have you involved any other organisations in your project plans? (e.g. Local Authority, another community group)

**Section E**

**Details of your project plan**

*Please use separate sheet if applicable*

**Section F Details of the project budget.**

How much funding are you applying for from the Community Resource Action Fund 2011/12. What is the total cost of the project

Have you secured any other sources of income or grant funding for this project?

Do you have any other support or contribution in kind?

Please detail how you will spend the Community Resource Action Fund 2011/12 with a breakdown of costs. If you are able to claim back VAT for items purchased do not include the VAT on these items in your application.

Item	Cost


Projects can receive up to 75% funding in advance with the remaining on completion of a satisfactory evaluation report. Do you wish funding in advance or the whole on completion?

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### Section G

Health & Safety, Risk and Legal Considerations.

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Does your project involve working with children or vulnerable adults unsupervised?

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Do you have a child protection policy

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If applicable are your staff / volunteers CRB checked

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### Section H

Managing the project

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### Section I

Please list what your project will achieve (refer to the guidance notes on the type of outputs you should record).

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Community Resource Action Fund 2011/12



**Declaration  
Project Agreement**

I certify that the information provided in this application is accurate and that all necessary Health and Safety and Child Protection issues have been considered and addressed where relevant.

I certify that if this application is successful the Community Resource Action Fund 2011/12 will be used as detailed in this application and I will notify fund officers of any change to the original application.

I will keep receipts and invoices for a period of 3 years and submit them to the fund officers / Auditors if requested to do so.

I will complete project updates and return to fund officers outlining the progress of the project when requested to do so. I will provide written end of project report.

I understand that any surplus funding must be returned and any unapproved use of funds will result in a request to refund any Community Resource Action Fund awarded to me.

Signed.....

Print Name .....

On behalf of.....

Date .....

**Disclaimer Security of data**

The information that you supply as part of your application for funding under the Community Resource Action Fund 2011/12 may not be secure if it is transmitted by e-mail or via the Internet. This is particularly significant if signatures and financial information or staff details are included. We do not have the necessary data encryption software to protect the information so would advise that applications are returned by post. If you send applications electronically you accept any potential risk.

**Please sign, keep a copy of your application for your records, and return the Application Form Part 2 and Communications Agreement Part 3 to**

**The Strategy Section  
Merseyside Waste Disposal Authority,  
6<sup>th</sup> Floor, North House,  
17 North John Street,  
Liverpool,  
L2 5QY.**

**Tel 0151 – 255 - 2577**

For further information or help with filling out this application please contact 0151 255 1444 or e-mail [chris.obrien@merseysidewda.gov.uk](mailto:chris.obrien@merseysidewda.gov.uk)



**PART 3 COMMUNICATIONS AGREEMENT**

Name of Project .....

Name of Project Manager .....

Address  
(Inc tel, fax, email and web address) .....

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.....  
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Communications contact  
(If different from above) .....

I have read the Communications Agreement and as part of the grant award under the Community Resource Action Fund 2011/12 and agree to the communications requirements of this application.

Signed .....

Print Name .....

**Checklist**

Use this checklist to make certain you have provided all the required information for your grant application.

Your organisation/ group details (Section A)	Include all contact details	
Project Title and overview (Section B)	The activity you're interested in doing	
How sustainable is the project (Section C)	Does the project cover two funding priorities and cover environmental, economic and social outcomes?	
Who will be involved (Section D)	Who will work with you during this project? And what will their role be.	
Project Plan (Section E)	What you want to do How you will do it When you will do it – key events & timescales How everyone will be involved Communications (refer to Part 3).	
Budget (Section F)	How much will the project cost, Include all contributions both financial and in-kind support.	
Health & Safety, Risk and Legal issues (Section G)	What requirements apply to your project? How will you mitigate any risks Do you need training or further help to achieve your project.	
Management (Section H)	How will the project be managed? Who will have overall responsibility?	
Keeping records measure what you achieve (Section I)	How will you provide / record information What evidence do you need to collect? How will you demonstrate improvements e.g. weight of recycling achieved, number of people trained, energy saving, carbon benefits etc	
Signing	Signed Project Agreement and Communications Agreement.  Please ensure that you take a copy of your application and retain for your records.	