



Guidance for Applications 2021/22

Please read this guidance carefully before completing the application form, it will help you to prepare your answers.

INTRODUCTION

The Recycle for Greater Manchester Community Fund (Community Fund) 2021-22 is a Greater Manchester Combined Authority (GMCA) and SUEZ initiative to support the Greater Manchester Community and Voluntary Sector (CVS) to deliver projects which prevent, reuse or recycle household waste, promote sustainable use of waste and resources and generate wider social benefits for the community of Greater Manchester.

GMCA and SUEZ have created the Community Fund as a means of returning revenue from waste management to the wider community. There are 2 elements of funding available, one allocation for projects within the individual districts of Greater Manchester that make up the GMCA waste arrangements (excluding Wigan as they operate separate waste arrangements) with £180k of funding available.

The second funding allocation is for projects that span the GMCA waste disposal area and £40k of funding is available. This funding allocation is focused on innovation and applications are invited from projects that are novel and involve a new and untried approach to tackling an issue in the priority waste areas.

The R4GM Community Fund is independently run and administered by the Lancashire Wildlife Trust (LWT). Individual projects are assessed against the eligibility criteria by LWT as the administering body.

This year we will focus on three priority areas (waste prevention, increasing recycling and reuse of household waste) across the following priority waste streams:

- Food waste
- Paper and card
- Glass, cans, and plastics
- Textiles
- Furniture
- Waste Electrical and Electronic Equipment

ELIGIBILITY CRITERIA

Applications are welcome from organisations which are a:

- ✓ Registered Charity (charity number must be provided)
- ✓ Not-for-profit organisation (defined as a registered legal entity that does not make a private profit for directors, members, or shareholders)
- ✓ Community, Neighbourhood or Voluntary Group – constitution
- ✓ Faith group delivering community work
- ✓ School, College or University

The term Community Voluntary Sector (CVS) is used to **collectively** describe the groups above.

Successful applicants will have identified how their projects:

- ✓ Prevent, reuse, or recycle household waste
- ✓ Focus on prevention, reuse, or recycling of at least one of the priority waste streams
- ✓ Engage and improve the lives of residents in the area covered by the project
- ✓ Create volunteering opportunities
- ✓ Generate wider environmental and social benefits
- ✓ Can change people's behaviour towards waste
- ✓ Have potential to be scaled up and replicated across the GMCA area.

Please note Applications will be rejected if:

- ✗ They are not submitted on the official application form
- ✗ Maximum word limits on the form are exceeded
- ✗ Monies will only be used to pay for running costs
- ✗ Projects duplicate services which are the responsibility of a Local Authority managing waste e.g. recycling collections
- ✗ They deal with Commercial and Industrial waste, i.e. business or trade waste or any other waste which is not household waste
- ✗ They financially benefit an individual
- ✗ They involve activities with political affiliation and aims.

Applications can be rejected if:

- ✗ Full calculations have not been provided showing how you have estimated the projects outputs on weight, direct engagement, volunteer hours and costs
- ✗ Awards are used to pay for activities occurring before we confirm funding

FUNDING AVAILABLE

This year's fund is a total of **£220,000** and will be split as follows:

District Level Awards – a total of **£180,000** available for projects based in one district area only (i.e. one of the following areas: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford. Please note that Wigan is not part of the GMCA waste arrangements).

Awards will be for a maximum of **£10,000** per project.

City Region Wide Awards – a total of **£40,000** is available for innovative City Region wide projects (i.e. projects working across all 9 Districts of the GMCA area), awards will be for a maximum of **£20,000** per project.

THE APPLICATION PROCESS

Your project can only be considered on the information you provide in your application form. Please include all relevant information and calculations that will help us evaluate your project. We will not contact you if you do not provide all the required information.

Applicants should complete all sections to be eligible.

You need to provide clear evidence to show how you will deliver your project. Include concise and relevant detail in your application. Answer boxes can be expanded if you need more space, but you must keep within the word limit for each section.

SECTION 1: YOUR DETAILS

Please provide all your contact details for the person who will be responsible for running your project. Insert **N/A** if the box is not relevant to your project.

Please tell us what type of organisation you are e.g. Community Interest Company, School etc.

Also, tell us here which districts of the GMCA area your project will include.

SECTION 2: WHICH PRIORITY WASTE MATERIALS ARE YOU TARGETING?

Your project **MUST** target one or more of the priority household waste materials:

- Food waste
- Paper and card
- Glass, cans, and plastics
- Textiles
- Furniture
- Waste Electrical and Electronic Equipment

SECTION 3a: PROJECT DETAILS

Provide here, as succinctly as possible, the basic details of how your project will reduce contamination and/or prevent waste and/or increase recycling or reuse. Do not exceed the maximum word count of **750 words** in this section. Please see the below for a definition of waste contamination.

Project duration – when will your project start and end.

- **Waste Prevention, Reuse and Recycling** are separate activities and should not be double counted in your weight estimates. For example, if your project reuses or recycles 10 tonnes, then this does not also count as 10 tonnes waste prevented.
- **Waste Prevention** 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 originally intended e.g. refurbishing and upcycling furniture or mending clothes.
- **Recycling** is where waste materials are collected and sent onto organisations that can reprocess the material into new products, e.g. fleece clothing from plastic bottles, compost from food waste, re-melting used glass bottles to make new ones, etc. If your project involves recycling, then please provide the estimated weight of material to be sent to recycling organisations.
- **Contamination** is the action of polluting a waste stream with anything that shouldn't be there this could be putting the wrong item in a recycling bin. This includes; general waste items going into a recycling bin, including the putting hazardous and clinical waste in non-specialist bins. In Greater Manchester contamination is a serious issue some types of contamination ie. putting nappies in paper and card bins, can cause a lorry load of recycling to be rejected and processed as general waste.
- **Social Value** is about the difference a project can make to the local community through enhancing the environment, improving health and well-being, generating employment opportunities, and returning value to that community.

It is important that you identify the waste materials and the quantity which will be prevented, reused, or recycled and your **calculations** to allow your application to be evaluated. This will include a breakdown for each of your priority materials and any other household waste materials. This section will not be scored if you do not provide your calculations. Supporting Information at the end of the Guidance provides a list of standard weights for a range of items and materials.

Please ensure that you also provide the **TOTAL** figure as required on the application form.

The estimated **Carbon** benefit of your project will be calculated, using your project tonnage calculations by SUEZ, and provided to you as an added value output. It is important that you provide materials and tonnage information for all the materials in your project separately in **section 3a**

SECTION 3b: EDUCATIONAL ACTIVITIES

Please tell us of any **Education Activities** you plan to do that will support the objectives of the Community Fund and the priority materials of food, plastics, textiles and/or furniture. Please tell us how you expect this educational activity will influence positive waste behaviour.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 3c: COMMUNITY AND STAKEHOLDER ENGAGEMENT

Tell us how your project will Directly Engage with your stakeholders and/or residents. This is the number of people that your project is committed to engaging through direct involvement in the project. This could include awareness raising events, informal training, and workshops.

Direct engagement **does not include** your social media campaigns reach, people on mailing or circulation lists, or overall footfall at events or estimates of local newspaper circulations.

You should include your calculations on how you have determined the number of people you plan to engage with through your project. This section will not be scored if you do not provide your calculations.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 3d: VOLUNTEERING, TRAINING, OR EMPLOYMENT OPPORTUNITIES

Tell us how your project will create opportunities and promote the value of **Volunteering**.

Volunteers are defined as unpaid project workers who will directly contribute to the delivery of the project.

Total volunteer hours are the number of volunteers directly involved in the project, times their average weekly hours volunteering over the lifetime of this project.

For example,

10 volunteers x 5 hours each volunteer per week x 48 weeks of the project
(April to March - holidays) = 2,400 hours total volunteer hours.

Please include your calculations on how you have determined the number of volunteer hours involved with your project.

Do not exceed the maximum word count of **250 words** in this section

This section will not be scored if you do not provide your calculations.

SECTION 3e: ADDITIONAL ENVIRONMENTAL IMPACTS

Your project should focus on waste prevention, reuse, or recycling and reducing contamination, but it might generate other positive environmental impacts which can add to the overall benefit of your project. Examples could be cleaning up local neighborhoods by litter-picking or removing fly-tipping; re-use of materials to improve community green space; reduce air/water pollution.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 3f: SOCIAL VALUE BENEFITS

Please describe any **Social Value Benefits** that your project will have on local people including physical, mental and lifestyle health benefits. We would like to know who will benefit from your project. This could be those taking part in the project, a specific local group or residents and the general community.

Examples of social value benefits could be: food waste projects that address healthier diets; nutrition, reducing obesity; projects that could lead to increased physical exercise, such as growing food, repair and maintenance activities; new skills which help improve job opportunities.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 3g: EVALUATING THE IMPACT

Evaluating The Impact of the participants in your project. Please provide a detailed plan for how you will **measure** the impact of your project in terms of changes in behaviour and any social value with the people who will take part in your project.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 3h: PROJECT SUSTAINABILITY

Here we want to know how you have planned to ensure this project continues to do good work after the Community Fund money has been used. You should explain what support your project may need in order for it to continue. This could mean looking for additional funding or linking with another project or organisation. If possible, give us examples of what of type funding or support you would need and where you would go to get it.

If you have used the Community Fund to start a project that does not need further funding please explain this clearly. For example, the project could have produced a 'How to reduce recycling contamination through behaviour change' resource or a training pack, which can be used by other organisations such as a housing association or community group.

Do not exceed the maximum word count of **250 words** in this section.

SECTION 4: YOUR PROJECT COSTS AND BUDGET

You will need to itemise and give a description of all the costs associated with your project, detailing how you will be using the Community Funding if your application is successful.

You should include all items e.g. costs used for activities, hire or buy equipment; Costs for staff wages, travel and refreshments and other expenses; volunteer expenses; contribution to rent or hire of premises; contribution towards utilities; other items needed to complete your project.

There is no word limit on this section, you may use a spreadsheet to set out project cost details.

This section will **not** be scored if you do not provide your calculations.

HOW WE EVALUATE APPLICATIONS

Applications will be evaluated by the Community Fund award panel on seven criteria and on the consideration of your project budget.

A weighting is applied to each criterion to allow an overall value out of 100 to be identified for each application. The highest scoring projects will be awarded funding.

The criteria and weightings which the Community Fund will use are listed in the table below.

Evaluation Criteria	Weighting
a) Weight (tonnes) waste prevention, reuse, and recycling	30
b) Education to change behaviour and support the five key materials: food, all plastics, textiles and/or furniture, WEEE	20
c) Direct engagement	10
d) Volunteering hours	10
e) Additional environmental impacts	5
f) Social value benefits	5
g) Method of evaluating participant impacts	10
h) Project sustainability	10
Suitability of budget costs	Yes/No

DECLARATION

You should read through the declaration carefully, it should be signed by an approved signatory.

SUBMITTING YOUR APPLICATION

The Community Fund 2021-22 will be open for submission of applications from:

Thursday 1st April 2021 until 23.59hrs on 31st May 2021

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, and send us your application by email to: gmenvfund@lancswt.org.uk

Please use the following protocols in naming your application file

Your organisation *name_R4GMCF.pdf* (i.e. *FurnitureFutures_R4GMCF.pdf*)

Or your organisation *name_R4GMCF.xsl* (i.e. *FurnitureFutures_R4GMCF.xsl*)

APPLICATION TIMETABLE

1st April 2021	Applications Open
31st May 2021	Applications close
By 30th June 2021	Evaluation of submissions
By 15th July 2021	Funding offers to successful projects
By 15th July 2021	Unsuccessful projects notified
By 31st July 2021	Grants provided and projects commence
By 30th September 2022	Project evaluation report submitted

LWT may change these dates if necessary.

If you have any questions about the application process that this guidance or FAQs hasn't answered please email: gmenvfund@lancswt.org.uk

SUPPORT FOR COMPLETING APPLICATION

Please watch the video to help you fill in the application form

FREQUENTLY ASKED QUESTIONS (FAQs)

1. Who is Greater Manchester Combined Authority (GMCA)

GMCA is a statutory Authority that is responsible for the disposal of household waste in Greater Manchester (except Wigan). For more information about GMCA waste management responsibilities visit <https://www.greatermanchester-ca.gov.uk/what-we-do/environment/production-and-consumption-of-resources/waste-and-resources/>

2. Who is SUEZ?

SUEZ Recycling and Recovery UK are contracted by the GMCA to manage the network of waste treatment and reception facilities across Greater Manchester. SUEZ receives around 1.1 million tonnes per annum of waste generated by households and at the Household Waste Recycling Centres (HWRCs). For more information about SUEZ please visit: <https://www.suez.co.uk/en-gb>

3. Who is Recycle for Greater Manchester (R4GM)

R4GM is the public facing brand of the GMCA's waste and resources team.

They work with local councils in Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford, to inspire and encourage the residents of Greater Manchester to manage their waste responsibly, helping residents to see the value of waste and the real benefits that can be achieved by wasting less and recycling right.

For more information visit <https://recycleforgreatermanchester.com/>

4. What is Greater Manchester Environmental Fund?

The Greater Manchester Environment Fund (GMEF) is a pioneering fund, created to bring together communities and funding bodies keen to channel their resources into addressing environmental problems. GMEF is the UK's first regional environmental impact fund and it will benefit the region socially, environmentally, and financially. It will be a central funding source for projects that work within strategic plans to help Greater Manchester realise its environmental ambitions in the long term.

5. What is household waste?

'Household Waste' is domestic waste generated at home it includes garden and bulky waste such as furniture. It also includes waste produced away from home and waste produced by schools. Household waste is typically collected from households by council waste collection services, or taken by residents to Household Waste Recycling Centres, bring banks and charity shops.

Household waste does not include commercial and industrial waste produced by businesses, or hazardous waste.

6. Why is Wigan not included in the R4GM Community Fund?

Wigan Borough Council is a unitary authority meaning that is responsible for collection and disposal arrangements in its area. Wigan is not part of the GMCA waste disposal arrangements.

7. What geographical area does the SUEZ Community Fund cover?

The Community Fund covers Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, and Trafford.

6. Can you apply if any of the organisations involved in the application are based outside the GMCA area?

No.

8. Can an organisation submit more than one project application?

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.

9. Can I apply for a project which covers commercial and industrial or construction and demolition waste?

No. We cannot fund projects focused on business or trade waste, commercial and industrial waste, or construction and demolition waste. All applications must address household waste only. Household waste includes waste collected from schools.

10. Can I apply for a project that delivers wider environmental and social benefits?

Yes, if 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.

11. What will happen if I forget or don't complete all the application form?

Your application will be rejected.

12. What will happen if I fail to include any of the essential information required?

Your application will be rejected.

13. Can I apply after the deadline of 23.59hrs on 31st May 2021?

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

14. Does the project have to be completed by 31 March 2022?

No.

15. Can you apply 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 for each year.

16. Can you apply 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 builds on the progress made by previous projects whilst introducing significantly new outputs and outcomes.

17. Who decides which projects are funded?

The awarding panel is made up of representatives from GMCA, SUEZ and LWT

18. Can you appeal against a decision not to award funding?

No, the decision of the awarding panel on the award and amount of grant is final.

19. What will happen if a project is not completed or fails to meet the agreed outputs in the application?

A service level agreement (SLA) will be made with successful applicants including arrangement for payment in advance of goods and services being received. This SLA will be based on committed outputs within the applications and establishes a mechanism to allow GMEF to seek recompense should the applicant be unable to meet the project outputs.

SUPPORTING INFORMATION

Furniture, Food Waste, Plastics and Textiles

Please see the tables below for information on the average weights of these and other common items and materials. Note: 1 tonne is 1000Kg

Average Weight Values for Furniture

Average Weight Values for Bulky Materials. Calculated from research carried out by Furniture Re-use Network (e.g. armchair at 35Kg / 1000 = 0.035 tonnes)			
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 (base unit / printer / scanner)	10	Rug	5
Computer (laptop)	2	Sideboard	35
Computer (tablet)	0.4	Sofa	40
Cooker	56	Stool	5
Cupboard	40	Suite (3 piece)	80
Desk	30	Table (small / coffee)	17
Dishwasher	47	Table (large / dining)	30
Fridge / freezer (small)	30	Table (dressing)	35
Fridge / freezer (small)	50	TV / monitor	25
Headboard	13	TV (large 32in)	52
Hi-fi unit	17	Wardrobe	55
		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 LWT gmenvfund@lancswt.org.uk

AVERAGE WEIGHT VALUES FOR COMMON HOUSEHOLD WASTE

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)	
Mixed Waste Electrical and Electronic Equipment (WEEE)	0.113
Mixed Wood	0.307

Volume of Typical Waste Bins / Bags

To help you estimate volume (litres) the simple guide below is based on the capacity of typical waste bins.

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