

Recycle for Greater Manchester (R4GM) Community Fund (2024 – 2025)

Guidance Notes

**** Any projects that have received funding in any of the previous year's cannot apply again for 2024 – 2025. We've introduced this restriction because we receive many more excellent applications than we can fund, and we want to give opportunities to other projects that have not received funding from us. ****

This document is intended to support you in completing your application on the portal. The portal allows you complete, save, edit and review your application before you are ready to submit. The application portal can be accessed via this link:

<https://greatermanchesterenvironmentfund.flexigrant.com/>

Please read this guidance carefully before working on your application, it will help you to prepare your answers. We will also be hosting three online workshops to offer further guidance and answer any specific questions. Please see this website for dates:

<https://recycleforgreatermanchester.com/community-fund/>

The round opens for applications at Noon on the 8th of April 2024. The deadline to submit is Noon on Friday 31st May 2024. You will be sent an automatic email acknowledgement of your submitted application.

To complete this application form, you will also need to upload the following supporting documents:

- A recent bank statement – dated to within the last three months - Your bank statement must show Organisation name, address, bank account number and sort code and date.
- Your governing document – such as a memorandum of understanding or a constitution – if applicable – for un-registered groups. A constitution is a written document that sets out how an organisation or group works.
- Complete and upload a project activities spreadsheet - a blank copy will be available to download from the application portal.
- Complete and upload a project budget spreadsheet - a blank copy will be available to download from the application portal.
- An image to represent your project. This will be used on the R4GM website to promote your project if you are awarded. **It is your responsibility to make sure that you have all consents in place before submitting any images containing people.** If you don't have an image yet, it can be provided to us at a later time.

Please note – if your project is awarded, this image will be posted on the GMEF and Recycle for Greater Manchester websites.

We advise you to have these documents available to hand when you start completing your application form online.

If you run into any issues during the application process, please email: gmenvfund@lancswt.org.uk

INTRODUCTION AND FUNDING AVAILABLE

The Recycle for Greater Manchester Community Fund (2024 – 2025) is a joint Recycle for Greater Manchester and SUEZ initiative to support the Greater Manchester Community and Voluntary Sector 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.

Recycle for Greater Manchester and SUEZ have created the Recycle for Greater Manchester Community Fund as a means of returning revenue from waste management to the wider community. A total of £220,000 grant funding is available for distribution in two grant sizes.

- **Community Grants:** Minimum grant: £2,000 to a maximum of £10,000 per project is available.

These grants are available for any community-based project 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 Greater Manchester Combined Authority (GMCA) waste arrangements and Wigan based projects are ineligible to apply for funding).

For this grant, we expect to support projects that will be completed within 12 months of receiving funding.

- **Innovation and Regional Grants:** A maximum of £20,000 is available in this category.

This grant is focused on innovation and applications are invited from groups with projects that are novel and involve a new and untried approach to tackling an issue in the waste areas listed. We will consider projects that have the potential to be delivered and span more than two districts or across the Greater Manchester Combined Authority waste disposal area. Please note: R4GM will award two innovation and regional grant awards only.

We will consider each application on merit. Revenue costs will be considered in addition to project costs.

In some cases, we will consider the delivery of the innovation grant to span 24 months, instead of 12 months. If you have an innovative project that will require longer than a year to deliver, please contact us separately by email (gmenvfund@lancswt.org.uk)

with your idea before completing the application form. **PLEASE NOTE:** If a two-year delivery time is agreed, this will be for spending of one grant award only, from Round 4 of the R4GM fund.

The **Recycle for Greater Manchester Community Fund** is independently run and administered by the Greater Manchester Environment Fund (GMEF). Projects are assessed against the eligibility criteria by GMEF as the administering body.

We focus on the following priority areas:

- Recycling
- Re-use
- Repair
- Waste prevention
- Reducing contamination

of household waste across the following priority waste streams:

- Food waste
- Paper and card
- Glass, cans, and plastics
- Textile/clothes
- Furniture
- Electricals
- Wood
- Bicycles
- Books
- Childrens toys
- Other items

ELIGIBILITY CRITERIA

PLEASE NOTE: Projects that have previously been funded by the R4GM Community Fund are not eligible to apply to this year's fund.

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)
- Non-Registered Community or Voluntary Group – with a governing document and a group bank account
- Faith group delivering community work.
- School, College or University

Successful applicants will have identified how their projects meet one of the following priority areas: Recycling, Reuse, Repair, Waste Prevention and Reducing contamination in the household waste stream.

Additionally, they can demonstrate wider outcomes such as:

- Education
- Community engagement
- Volunteering
- Training or employment opportunities
- Environmental impacts
- Social value benefits

Data Collection and Evaluation.

Please record during the lifetime of your project: -

1. Waste reused/repair/recycled/composted (Litter picked, food waste collected, bikes repaired, compost created, plastic reused etc). These should be broken down by type of waste and separated into reuse/repair/recycle/compost produced.

Food waste should be recorded under recycling and then the amount of compost produced recorded under compost.

2. Number of environmental improvements broken down by type e.g., litter picking (number of volunteers. Note: litter picked goes in no.1 above), trees planted (number of trees and number of volunteers who planted), bird boxes made (number of boxes and number of volunteers who made them), etc.
3. Number of people who attended educational events e.g., school lessons/school assemblies/community talks/workshops/exhibitions/film viewings, visits to recycling centre/reuse hub. This needs to be number of attendees, not number of events. So, for example if there were 5 community talks with 20 people attending each, the number we are interested in is 100. They should still be broken down into the type of activity as the social value created from a talk will be different from a tour of the recycling centre.
4. Number of people who were directly supported throughout the lifetime of the project to reduce social isolation or to develop community engagement in general.
5. Number of project volunteers

All of this will be collected and collated by GMEF and reported to the funding body at the end of the project.

The **Recycle for Greater Manchester Community Fund** aims to promote positive behaviour change in individuals and families across Greater Manchester to reduce household waste and to increase recycling and reusing/ repurposing materials. There will therefore be a requirement for all projects to actively participate in communications led by Recycle for Greater Manchester, SUEZ, or GMEF, in addition to promoting the project via your own social media channels. If awarded, you will receive further guidance on promoting your project.

Additional criteria:

We will not fund applications in the following circumstances:

- Applications that are not submitted on the official online application form.
- Applications that exceed the maximum word limits for each question.
- Applications requesting grants to pay for running costs.
- Projects which duplicate services that are the responsibility of a Local Authority managing waste e.g. recycling collections.
- Projects which deal with Commercial and Industrial waste, i.e. business or trade waste or any other waste which is not household waste.
- Projects which financially benefit an individual/s.
- Projects that involve activities with political affiliation and aims.
- Projects that will be used to pay for activities occurring before we confirm funding.
- Incomplete applications
- Applications from projects based outside the Greater Manchester Combined Authority (GMCA) waste disposal area (the GMCA waste disposal area includes Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford only).

THE APPLICATION PROCESS

Your project can only be considered using 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. If you need help or support with completing the application, please email gmenvfund@lancswt.org.uk.

You need to provide clear evidence to show how you will deliver your project. Include concise and relevant detail in your application. You must keep within the word limit for each section.

The sections below provide further guidance for how you should complete each section.

SECTION 1: YOUR DETAILS

Please provide details of the main contact responsible for running your project, we advise that these are the contact details of the individual responsible for completing the application.

Please provide details for a secondary contact responsible for running your project.

We will use these contact details should we have any follow-up questions on your application and to let you know the outcome of your application after the deadline has been reached.

SECTION 2: YOUR ORGANISATIONAL DETAILS

2.1 Please tell us the name of your organisation.

2.2 Please provide us with your organisation's address.

2.3 Please provide us with your organisation's postcode.

2.4 Please provide us with a URL (web link) for your organisation's website if available, otherwise leave this section blank. If your application is successful, we will link through to this on our website.

2.5 Please provide us with your organisation's Twitter handle if available, otherwise leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.6 Please provide us with your organisation's Facebook handle if available, otherwise leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.7 Please provide us with your organisation's Instagram handle if available, otherwise leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.8 Please provide us with your organisations Registration Number if available, otherwise leave this section blank.

2.9 Please tick the box which best describes what type of organisation you are applying on behalf of (please only select one option). If you feel that none of the choices reflect your organisation it may mean that your organisation isn't eligible to receive this funding. Please direct any specific questions you may have on this to: gmenvfund@lancswt.org.uk.

2.10 Please upload a recent Bank Statement dated within the last three months. This **MUST** show your organisation name, sort code and account number, bank name and be dated within the last 3 months. We do not accept bank giro slips, screenshots of partial information or typed up word documents.

Please use the following protocol for naming this document "[your organisation name]-Bank Statement". Maximum file size: 100MB

2.11 Please upload your governing document/constitution. A constitution is a written document that sets out how an organisation or group works. This is only required if you are an unregistered charity or community group, otherwise leave this blank. Please use the following protocol for naming this document "[your organisation name]-Constitution". Maximum file size: 100MB

2.12 Please advise on the status of the required relevant insurance and policies. By ticking the appropriate boxes you are confirming that you have or will have by the time the project commences, the relevant insurances and policies in place including a Safeguarding Policy. **PLEASE NOTE:** Successful applicants will be asked to provide these documents before their grant is issued.

Please direct any specific questions you may have on this to: gmenvfund@lancswt.org.uk.

SECTION 3: YOUR PROJECT DETAILS

3.1 Please provide your project title as you would like it to be written. If your application is successful, this is how your project will be referred to on our website and in any publicity we use, so make it something memorable, short and catchy.

3.2 If you have a representative image of your project, please upload here.

Please note – if your project is awarded, this image will be posted on the GMEF and Recycle for Greater Manchester websites.

Please ensure that the correct permissions are obtained (i.e. that you have permission to share this image with a third party for the purposes of publicity) and include any image credits in the file name of the image following the protocol “[your organisation name]-[credits]” for naming your image. This image can be updated as your project progresses by emailing: gmenvfund@lancswt.org.uk. Maximum file size:

If you don't have an image yet, it can be provided to us at a later time.

If a third party you are collaborating with gives you permission to use their images and materials for your project's promotional purposes, it is your responsibility to ensure you have a record of permission and consent in place.

3.3 Please provide a short summary of your project. If your application is successful, this will be used on our website and for promotional purposes. Maximum word count: 50.

3.4 Please provide details of your proposed project start date (dd/mm/yy).

3.5 Please provide details of your proposed project end date (dd/mm/yy).

SECTION 4: WHICH PRIORITY WASTE MATERIALS ARE YOU TARGETING

4.1 Please tick the box to indicate which size of grant you are applying for. Please only select one option.

4.2 Please tick the box/s to indicate Local Authority area/District you will work in. Please tick all that apply.

4.3 to 4.5 These questions seek to identify which waste streams (food waste, paper and card, glass, cans, plastic, textiles, furniture, electricals, wood, bicycles, books children's toys and other items such as prams etc.) your project will be targeting through which priority areas (reusing, recycling, repair, waste prevention and reducing contamination) and how much of each waste stream you estimate to divert from energy from waste and landfill, how you have calculated this and how you will measure the quantity of waste that you recycle, reuse or repair?

We do not anticipate that each project will be able to target all waste streams or all priority areas. As a minimum, projects must focus on prevention, reuse, recycling, repair or reducing contamination of at least one of the priority waste streams.

SECTION 5: YOUR PROJECT ACTIVITIES AND EVALUATING IMPACT

5.1 Please provide an overview of your project activities bearing in mind that questions 5.2 – 5.8 will ask you to specifically outline any education, community engagement, volunteering, training/employment opportunities, additional environmental impacts and social value benefits.

To learn about Suez’s social value work, please follow this link:

<https://www.suez.co.uk/en-gb/our-offering/success-stories/our-references/suez-insight-social-value>

To learn about GMCA’s social value work, please follow this link:

<https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/>

Please use this question to tell us what you plan to do, how the project will be managed, who will be involved, what is the behaviour change you wish to achieve, what household waste you will target, and how you will do it. Think about any positive change that will result from your project activities, and how this project meets the objectives of the Recycle for Greater Manchester Community Fund. Maximum word count: 250 words.

5.2 Please provide an outline of what EDUCATION activities you plan to deliver through your project, how you will measure this impact, your project outputs, and any relevant calculations to demonstrate how you have estimated your project outputs. E.g., how to repair a piece of furniture workshop or how to make a meal and prevent waste cooking sessions. Maximum word count: 100 words.

5.3 Please provide an outline of what COMMUNITY ENGAGEMENT activities you plan to deliver through your project, e.g. how many community members participated in an event or session, how you will measure this impact, your project outputs, and any relevant calculations to demonstrate how you have estimated your project outputs. Maximum word count: 100 words.

5.4 Please provide an outline of what VOLUNTEERING activities you plan to deliver through your project, e.g. how many sessions/events and numbers of volunteers you are looking to involve, how many volunteer hours needed, how you will measure this impact, your project outputs, and any relevant calculations to demonstrate how you have estimated your project outputs. Maximum word count: 100 words.

5.5 Please provide an outline of what TRAINING OR EMPLOYMENT OPPORTUNITIES you plan to deliver through your project, e.g. upskilling/food and hygiene training/customer service training, how you will measure this impact, your project outputs, and any relevant calculations to demonstrate how you have estimated your project outputs. Maximum word count: 100 words.

5.6 Please provide an outline in addition to the reduction in waste that your project will contribute to, what other ENVIRONMENTAL IMPACTS (if any) you plan to deliver through your project, and how you will measure this impact. E.g., participants car

sharing or using bicycles to attend workshops, catering using reusable cups and plates. Maximum word count: 100 words.

5.7 Please provide an outline of what SOCIAL VALUE BENEFITS you plan to deliver through your project and how you will measure this impact. Social value in this section refers to the positive value that your project will create for individuals, communities and society e.g. building confidence, increasing skills. Maximum word count: 100 words.

5.8 Please provide an outline of what EVALUATION IMPACT ACTIVITIES you plan to deliver through your project, how the project need was identified, and how you will measure this impact. Evaluating impact is evaluating the changes experienced by stakeholders resulting from an activity included those changes which are intended, unintended, positive and negative e.g. the positive change could be increased knowledge of how to repair a bike but also a negative impact as a result of starting to bicycle again could be an increased fear of cycling on streets. The unintended impact could be they that they can now travel to school by bike and have more time for play and homework. Evaluation activities can be done via measuring tools such as: ONS 4 Personal wellbeing, focus groups, interviews, storytelling & performance, mobile phones, short polls etc. Maximum word count: 150 words.

SECTION 6: YOUR PROJECT SUSTAINABILITY, RISKS, AND ACTIVITIES

6.1 Please provide an outline of how you plan to ensure that your project continues to do good work after the Community Fund money has been used. You should also explain what support your project may need in order for it to continue. Maximum word count: 250 words.

6.2 Please provide a brief outline of any risks or delays you envisage for your project. Maximum word count: 300 words.

6.3 Please complete the excel spreadsheet of your project activities using the template provided. Maximum file size: 100MB.

In this spreadsheet, please tell us what you anticipate your project to have achieved at each quarterly milestone such as events, volunteer hours, activities you run and items you fix for example.

SECTION 7: YOUR BUDGET AND COSTS

7.1 Please let us know if you are looking for additional funds for an existing project. This is a Yes or No option, please only select one option.

7.2 Please let us know if you have already secured funding for your proposed project. This is a Yes or No option, please only select one option. If you select Yes, please provide details of this within the project budget you upload for 7.3.

7.3 Please complete the excel spreadsheet of your project budget using the template provided. Maximum file size: 100MB.

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

You should include all items such as

- Costs used for activities
- Hire fees or buying equipment
- Staff wages
- Travel and refreshments and other expenses
- Volunteer expenses
- Contribution to rent or hire of premises
- Contribution towards utilities
- Any other items needed to complete your project

ACKNOWLEDGING YOUR FUNDING

By ticking this box, you are agreeing to acknowledge your funding (upon your successful application) following the guidance we provide and actively participate in promotional campaigns led by Recycle for Greater Manchester, SUEZ, or the Greater Manchester Environment Fund.

This is a requirement to meet the eligibility criteria and your application will not be considered if you do not agree to acknowledge your funding. Please direct any specific questions you may have on this to: gmenvfund@lancswt.org.uk.

FEEDBACK

Please tick the box/s to indicate how you heard about this new funding. Tick all that apply.

Please provide any feedback regarding the Application Form, these Guidance Notes, and also any ideas you have for improving the grant programme. Your honesty and input is greatly appreciated.

DECLARATION

By ticking the declaration box, you confirm that all the details supplied are accurate and correct and that you are authorised to submit this application on behalf of your organisation. This is a requirement in order to meet the eligibility criteria and your application will not be considered if you do not tick this box.

HOW WE EVALUATE APPLICATIONS

Applications will be evaluated by the Recycle for Greater Manchester 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 130 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
Section 4	How is the project measuring how much waste is prevented, reused or recycled, repaired	20
5.1	Project activities overview - appeal and feasibility	10
5.2	Educational activities	20
5.3	Community Engagement	20
5.4 and 5.5	Volunteering, training, employment opportunities	10
5.6	Additional environmental impacts	5
5.7	Social value benefits	5
	Evaluating impacts	10
6.1	Project sustainability	10
6.2	Project risks	10
Section 7	Project costs and budget	10
	Total	130

SUBMITTING YOUR APPLICATION

- The Recycle for Greater Manchester Community Fund 2024 - 2025 will be open for submission of applications from: Noon on Monday 8th April 2024 until noon on Friday 31st May 2024.
- You must complete all required parts of the application form. You will be able to download a completed version of your application off the portal once it has been submitted.

APPLICATION TIMETABLE *please note; these dates may be subject to change.

8th April 2024 - Applications open

31st May 2024 - Applications close

End of July / Early August – applicants will be notified on the outcome of their application.

September 2024 - Grants provided and projects commence.

FREQUENTLY ASKED QUESTIONS (FAQs)

Who is Greater Manchester Combined Authority?

Greater Manchester Combined Authority is a statutory Authority that is responsible for the disposal of household waste in Greater Manchester (except Wigan). For more information about Greater Manchester Combined Authorities waste management responsibilities visit:

<https://www.greatermanchester-ca.gov.uk/what-we-do/waste-resources/>

Who is SUEZ?

SUEZ Recycling and Recovery UK are contracted by the Greater Manchester Combined Authority 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 collected at the kerbside and waste received at the Household Waste Recycling Centres. For more information about SUEZ please visit: www.suez.co.uk

Who are Recycle for Greater Manchester)?

Recycle for Greater Manchester (R4GM) is the public-facing brand of the Greater Manchester Combined Authority waste and resources team.

R4GM 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: www.recycleforgreatermanchester.com

What is Greater Manchester Environmental Fund?

The Greater Manchester Environment Fund is a pioneering fund, created to bring together communities and funding bodies keen to channel their resources into addressing environmental problems. The Greater Manchester Environment Fund 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.

For more information visit: www.gmenvfund.org.uk

What is household waste?

'Household Waste' is domestic waste generated at 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.

Why is Wigan not included in the Recycle for Greater Manchester Community Fund?

Wigan Borough Council is a unitary authority meaning that it is responsible for collection and disposal arrangements in its own area. Wigan is not part of the Greater Manchester Combined Authority waste disposal arrangements.

What geographical area does the Recycle for Greater Manchester Community Fund cover?

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

Can you apply if any of the organisations involved in the application are based outside the Greater Manchester Combined Authority waste disposal area?

No.

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.

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.

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.

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

Your application will be rejected.

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

Your application will be rejected.

Can I apply after the deadline?

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

Who decides which projects are funded?

The awarding panel is made up of representatives from Greater Manchester Combined Authority, SUEZ, The Greater Manchester Environment Fund and The Wildlife Trust for Lancashire, Manchester and North Merseyside.

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.

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 arrangements 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.

PRIVACY POLICY

For more information about how we use your data please [click here](#), and if you have any questions, please email gmenvfund@lancswt.org.uk.