

**NORTH LONDON WASTE AUTHORITY**

**REPORT TITLE:**

**COMMUNITY PROJECTS FUND**

**REPORT OF:**

**HEAD OF WASTE STRATEGY AND CONTRACTS**

**FOR SUBMISSION TO:**

**AUTHORITY MEETING**

**DATE:**

**30<sup>th</sup> June 2010**

**SUMMARY OF REPORT:**

This report provides an update on the NLWA Community Projects Fund and recommends some changes to its operation, and additionally recommends approval of a funding 'theme' for the year.

**RECOMMENDATIONS**

The Authority is recommended to:

- (i) Agree the recommended changes to the operation of the NLWA Community Projects Fund outlined in paragraph 2.2;
- (ii) Approve carrying forward funds of £18,972 from the 2009/10 Community Fund in to 2010/11, thus enabling successful 2009/10 Community Fund applicants to complete their agreed work programmes and make the subsequent claims during 2010/11;
- (iii) Approve the recommended change to the funding criteria outlined in paragraph 2.6;
- (iv) Approve one of the themes outlined in paragraph 3.2, noting that should theme number 2 be selected, Members may wish to agree this until 2012/13.

**Signed by Head of Waste Strategy  
and Contracts**

**Date: 21<sup>st</sup> June 2010**

## 1.0 BACKGROUND

1.1 The Authority has an annual £25,000 Community Projects Fund to support community organisations delivering reuse, recycling or composting projects which meet certain criteria (at Appendix1<sup>1</sup>). London Community Resource Network, LCRN, has been employed to support the Fund as follows:

- By putting suitable community groups and projects in touch with borough officers, who must make the funding applications;
- By providing bid and project delivery support, e.g. ordering equipment centrally when funded projects require the same equipment;
- By providing legislative guidance to community groups in terms of licensing for example;
- Offering training to borough officers;
- Providing training and advice to funded community projects.

1.2 Decisions on applications to the Fund are made by the Head of Waste Strategy and Contracts in consultation with the Chair and Vice Chairs.

1.3 In 2009/10 the following projects were supported:

**Table 1. NLWA Community Projects Fund**

<b>BOROUGH</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Barnet	£3,132	Food waste reduction shows in schools
Camden	£2,129	In-school composting
Hackney	£3,090	Community composting requested by a local tenants and residents' association
Haringey	£2,570	Community composting at an allotment site
Islington	£3,887	Replacement batteries for not-for-profit re-usable nappy laundry service (serves Camden and Hackney too)
Waltham Forest	£4,164	In-school composting (meat waste included)
<b>Total</b>	<b>£18,972</b>	
Balance	£6,028	

<sup>1</sup> As approved under the North London Joint Waste Strategy Update report, September 2009.

## **2.0 OPERATION OF THE FUND**

### Timetable

- 2.1 In the past, flexibility has been granted for bids received late in the financial year to complete their projects early in the following financial year, requiring the Authority to arrange for applicable balances to be transferred from one year to the next.
- 2.2 This does not accord with local authority financial management procedures, and in order to avoid the payment slippage experienced in previous years (including 2009/10) happening again, it is proposed that the application and claim arrangements be revised to ensure that work is undertaken and claimed in the relevant claim year. It is therefore recommended, that:
- A deadline for applications is set of 30th September each year.
  - All funded projects must spend the money awarded by 31<sup>st</sup> March of that financial year.
- 2.3 If decisions are then made in October each year, this would enable successful projects 5 months to complete their projects by the financial year end.
- 2.4 Given the relatively short time to the proposed application deadline this year, it may be that a relatively small number of projects are put forward for support in 2010-11, but this should not apply in subsequent years.

### **Funding criteria**

- 2.5 Appendix 1 lists the current (2009-10) criteria for support from the Fund in full, but briefly they include:
1. Funding may be used for capital or revenue costs, but applications should be for support for projects which involve the local community and which encourage waste reduction, recycling and/or composting.
  2. There is no minimum or maximum funding award. However, approximate equality of funding among the seven boroughs is expected. The current provision to relax the equality of spend in the last quarter would be lost with the proposed new timetable.

3. The funds can only be used for projects that are able to demonstrate that they will increase municipal waste reduction, recycling or composting. Household garden waste composting and household kitchen waste composting are eligible materials. All waste must be diverted from the municipal waste stream.
  4. Evidence of project spend is required in addition to estimates of material reduced, recycled or composted and a brief summary of how the money has been spent to the satisfaction of the Authority's Finance Officer and auditor.
  5. Projects must have the written approval or agreement of the Environment Agency for any project which falls within their jurisdiction, and relevant planning permission.
- 2.6 At present there is no specific requirement in the funding criteria for projects to participate in associated publicity. Officers recommend that the funding criteria are amended with the following additional criterion:

"Funded projects must be willing to participate in publicity surrounding the award of funding, free of charge, and consent to the NLWA and/or the constituent borough using their name and images of the funded project in promotional material. Capital equipment purchased with NLWA funding (in whole or in part) may also be required to be labelled to recognise the NLWA's contribution. The costs of any such labelling or signage requirements should be included in the applicant's project costs."

### **3.0 FUNDING THEME**

- 3.1 Members have suggested that there should be an annual theme to the NLWA Community Projects Fund as a way of providing a focus to the Fund, rather than the range of projects that has been funded as outlined in Table 1.
- 3.2 Below is a list of potential themes for consideration by Members that should not unduly restrict applications from community groups, and that fit with the agreed eligibility criteria outlined in Appendix 1.

#### **1. Theme in line with Recycle Week**

- Whatever the theme agreed for the national Recycle Week in June becomes the theme for the Fund for the year. (This year's theme is electrical and electronic waste)
- Could possibly adopt this theme in addition to any of the other themes below

## **2. Theme in line with Recycle for London (RfL)**

- Recycle for London has a number of themes in 2010/11, including electrical and electronic waste recycling, Love Food Hate Waste and textile recycling and reuse. Recycle for London will also be running a range of campaigns over the next 3 years. The NLWA Community Projects Fund theme for the year could be in line with whatever campaigns RfL is running in that year, and thereby benefit from the additional London-wide publicity and action that will be happening.
- This would offer the opportunity to support a range of projects for example, if RfL runs a textile reuse campaign and Love Food Hate Waste campaign in a particular year, then community projects fitting in with both these themes would be eligible for support from the NLWA Community Projects Fund.

## **3. Textiles theme**

- This theme would enable support for a range of activities, shoe and clothing banks, fashion shows, swap exchanges, one-off textile collections, textile reuse and remaking sessions with young people.
- It would enable support for both recycling and reuse.
- However, some of the above activities are less likely to be delivered by community organisations, although the activity could benefit the community e.g. clothing banks in some cases.

## **4. Electrical and electronic waste theme**

- This theme would enable community groups running give-and-take days to employ a PAT (portable appliance testing) tester so that electrical items can be accepted (something the Fund supported in 2009/10).
- Projects such as Bright Sparks, a community based electrical refurbishment project in Islington could also be supported under this theme.

## **5. Food waste and composting theme**

- A broad theme, enabling a range of community projects to be supported and including both practical composting projects and education and awareness raising work.
- A popular subject for community groups, including allotments and tenants associations.
- A popular topic historically for applicants to the Fund
- Love Food Hate Waste projects or other promotional or educational projects providing information and advice about home composting for example would also be eligible.
- Tonnage diversion data is usually good and based on many years community composting experience which is a benefit in terms of evaluating value for money.

## **6. Waste exchange and refurbishment projects theme**

- Projects under this heading could include give and take days and 'swap events' as well as tools refurbishment projects and online waste and book exchanges.
- Support for some projects such as give and take days would be for short-term, one-off events. Therefore tonnage diversion, whilst relatively easy to measure, tends to be relatively low.
- Only the larger community groups are sufficiently resourced to deliver give and take events which may restrict the number of potential applications.

## **7. Furniture**

- Support for furniture only projects would restrict support to established furniture projects and reuse organisations.

3.3 Officers' view is that any theme which is in line with the Recycle for London campaign offers the most flexibility and focus, and the benefit of complementary London-wide publicity and activity, and note that Members could make this decision applicable until 2012/13.

## **4.0 RECOMMENDATIONS**

4.1 The Authority is recommended to:

- (i) Agree the recommended changes to the operation of the NLWA Community Projects Fund outlined in paragraph 2.2;
- (ii) Approve carrying forward funds of £18,972 from the 2009/10 Community Fund in to 2010/11, thus enabling successful 2009/10 Community Fund applicants to complete their agreed work programmes and make the subsequent claims during 2010/11;
- (iii) Approve the recommended change to the funding criteria outlined in paragraph 2.6;
- (iv) Approve one of the themes outlined in paragraph 3.2,

noting that should theme number 2 be selected, Members may wish to agree this until 2012/13.

## **5.0 COMMENTS OF THE FINANCIAL ADVISER**

5.1 The Financial Adviser has been consulted in the preparation of this report and his comments are included within the body of the report.

## **6.0 COMMENTS OF THE LEGAL ADVISER**

- 6.1 The Legal Adviser has been consulted in the preparation of this report and his comments are incorporated within the body of the report.

### **Local Government Act 1972 – Access to information**

**Documents used:** North London Joint Waste Strategy, February 2009, available at [http://www.nlwa.gov.uk/aboutus/our\\_strategy](http://www.nlwa.gov.uk/aboutus/our_strategy)

North London Waste Prevention Plan, 2008-2010, available at <http://www.nlwa.gov.uk/yourwaste>

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&  
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**Criteria for  
North London Community Projects Funding  
£25,000 for 2009-10**

**Background**

In February 2009 the North London Waste Authority approved a budget of £25,000 that would be available for financial year 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010 for community reuse, recycling and composting projects.

The Fund builds upon four previous years' support for community composting projects but extends the scope to include reuse and recycling projects also.

The support fund is available to provide direct financial support to reuse, recycling and composting programmes, initiatives and events which encourage better communication and understanding between the government, community and business sectors.

One example of a suitable event may be a local green fair where the community can visit stalls run by their local council as well as community sector and business organisations involved in recycling and waste management.

**Who can apply?**

The fund is not subject to an open application process. Instead applications must be made by borough officers nominating a small number of events/programmes/initiatives which they consider as suitable to receive support.

Proposals for funding should be submitted by the constituent borough councils with the written agreement and support of the community or other groups involved. Applications will not be accepted directly from community or other groups running eligible projects within the relevant borough.

Community groups interested in receiving support for a project or initiative should contact their local borough.

**Fund Criteria**

Funding applications will be assessed against the following criteria:

1. On what can boroughs spend the funds?

Funding may be used for capital or revenue costs, but applications should be for support for projects which involve the local community and which encourage waste reduction, recycling and/or composting.

In assessing applications, account will be taken of the number of people likely to be affected by the project, the longevity of the impact of the project and particularly the tonnes of waste reused, recycled or composted.

The project itself may be delivered with the support of the relevant constituent borough council, but should also involve wider partnerships with schools, community groups, religious organisations, or other community representatives, if relevant or possible.

## 2. Grant size

There is no minimum or maximum funding award, but applicants should note the overall size of the fund available - £25,000 for seven boroughs. Applicants should be aware that in making awards, the Authority's Head of Waste Strategy and Contracts, in consultation with the Chair and group leaders will have regard to the distribution of funding between the constituent borough councils, but that this condition may be relaxed in the last quarter of the year if there are unallocated monies remaining.

## 3. What types of waste are eligible?

The funds can only be used for projects that are able to demonstrate that they will increase municipal waste reduction, recycling or composting. Household garden waste composting and household kitchen waste composting are eligible materials.

All waste must be diverted from the municipal waste stream.

*Municipal waste:*

“This includes household waste and any other wastes collected by a Waste Collection Authority, or its agents, such as municipal parks and gardens waste, beach cleansing waste [recognised as not locally relevant], commercial or industrial waste and waste resulting from the clearance of fly-tipped materials.”

(<http://www.defra.gov.uk/environment/statistics/wastats/mwb0304/wbannexe.htm>)

The above definition will be amended, if necessary, when the Government concludes its review of the legal definitions of relevant wastes.

#### 4. Monitoring and evaluation requirements

Evidence of project spend will need to be provided in addition to estimates of material reduced, recycled or composted and a brief summary of how the money has been spent to the satisfaction of the Authority's Finance Officer and auditor.

#### 5. Waste licences

Projects must have the written approval or agreement of the Environment Agency for any project which falls within their jurisdiction, and relevant planning permission.

### **Submitting an application for funding**

All submissions should be sent by the constituent borough councils to the Authority c/o Barbara Herridge, Policy and Development Manager, Lee Valley Technopark, Unit 169, Ashley Road, Tottenham, N17 9LN or email [barbara.herridge@nlwa.gov.uk](mailto:barbara.herridge@nlwa.gov.uk).

Each application should provide details of the project or initiative, when it is expected to take place, information about other groups involved and anticipated impacts.

Each application should also explain how it would be intended to monitor the outcomes and impacts of the initiative.

All submissions should be made on the Approved Application Form for 2009-10.

### **Deadlines for applications**

There are no specific deadlines for applications. Awards will be made on an ongoing basis throughout the year. All applicants will be notified as soon as possible about the outcome of their application.

### **Decisions on applications**

Authority has been delegated to the Head of Waste Strategy & Contracts, in consultation with the Chair and group leaders to approve direct financial support to borough community initiatives meeting the above criteria within a budget of £25,000 for 2009-10. This decision is final.

**Note:** It is expected that there will be approximate equality of funding among the seven constituent North London boroughs within the financial year (1<sup>st</sup> April – 31<sup>st</sup> March). However, if in the last quarter there is still money remaining and good projects submitted, the criteria about equality of spent may be relaxed

**Report Ends**