

# Invitation to bid

## £25,000 Small Grants Fund Available For Community Composting Initiatives Within North London Waste Authority

### July – December 2005

#### 1. What is the NLWA Community Compost Fund?

The money for this fund has been allocated as part of the NLWA Integrated Compost Project, partly funded by the London Recycling Fund (LRF) which is being used to develop the infrastructure for organic waste management among the NLWA partner boroughs. The Integrated Compost Project is addressing all aspects of the organics waste strategy including the development of a collection infrastructure as well as the construction of a reprocessing facility for centralised composting. This is due to open in 2005 in Edmonton.

The NLWA partner boroughs include Barnet, Enfield, Camden, Hackney, Haringey, Islington and Waltham Forest.

#### 2. Aims of the grant

The aims of the grant fund are to provide small grants to increase the capacity of community composting projects and, where appropriate, to encourage consortium working between community composting groups within the NLWA area. The fund can be used to pay for capital equipment and associated costs, and revenue costs that can be spent within the funded period. See below for further details.

It is expected that the grant will be oversubscribed and we expect to be able to fund between 3 and 10 projects. Applicants must:

- Be able to spend the money within the funded period
- Provide evidence for how the grant will increase tonnages of municipal waste composted
- Provide evidence for grant money spent
- Provide evidence for tonnages composted

[NB – if weighbridge or other weight data is unavailable, applicants must propose alternative ways by which they can prove the amounts of waste composted. These will be assessed for their level of robustness.

See 'Measure Your Treasure' (<http://www.crn.org.uk/projects/publications/Compost.PDF>) for a useful guide to quantifying waste diverted by community composting activities.]

The following project types will be prioritised:

- Consortium projects where more than one group benefits
- Projects which demonstrate value for money

- Projects which demonstrate fit with the “Mayor’s Draft” version of the North London Joint Waste Strategy and their own Local Authority Waste Strategy
  - Projects which can demonstrate additionality
3. What is the timetable for the Fund?
- Deadline for Applications: all application must be made by email or post by 5 pm on 21<sup>st</sup> September 2005. Applicants may be asked to provide for further information after submission of applications and prior to grant decisions being made.
  - Decisions: all applicants will be contacted and informed of decisions by 29<sup>th</sup> September 2005.
  - Monitoring: monitoring will be kept to a minimum for this fund. However, projects must submit justified grant spend forms and full documentation of all spend will be required by the end of the funded period, or else grants will not be paid.
  - Draw down funds: see below
  - All applicants will be required to submit a final written report by the end of the funded period (December 31<sup>st</sup> 2005)

4. Who can apply?

Small not-for-profit organisations, social enterprises, voluntary organisations and charities can apply. Applications will be accepted from organisations who are operating within the NLWA area, (or who are working with one or more groups in the NLWA area), where the benefits of the project will be felt within one or more of the NLWA partner boroughs. Schools, community groups, religious organisations, and other community groups are also invited to apply.

NB: “small” is defined here as organisations with fewer than 80 employees.

If you have questions about London CRN membership, please contact London CRN.

5. Who can’t apply?

Profit-making organisations and large not-for-profit, contracting organisations cannot apply to this fund.

NB: “large” is defined here as organisations with more than 81 employees.

6. How much can we apply for?

The minimum amount available is £500. There is no maximum limit on the grant. However, it is anticipated that the fund will be over-subscribed and applications for greater sums will need to justify the size of their request.

7. What type of projects can be funded?

The grant is available to groups wishing to start new, or develop existing, community composting projects. The money can be used for capital costs. Applications for revenue costs will also be considered (if they can spend the money within the funded period). Ability to spend on time applies to capital and revenue applications.

Projects must be able to demonstrate how the grant will increase the tonnage of waste composted or other measurements as agreed.

8. Do we need to have other funding secured?

Other funding is not essential. However, applicants that can demonstrate additionality (e.g. through having secured other funding, or by having a secure income for the grant-funded period) will be prioritised by the fund.

9. Is funding available for capital or revenue costs?

The NLWA fund will be used predominantly for capital costs, i.e. the initial provision of facilities and equipment or similar, though non-recurrent revenue costs or a combination of capital and some revenue costs may also be eligible. For all grants awarded applicants must be able to demonstrate full cost recovery. That is, you will be asked to show that you have considered all costs associated with the activity.

For example, if you are considering bidding for money to pay for a vehicle, please demonstrate that you have considered how to pay for a driver, insurance, petrol and other associated costs during and after the funded period. You will also need to think about your exit strategy – how will you fund the driver and vehicle's upkeep after the funded period?

10. Can we apply for funds for work currently being carried out or must it be for new projects?

Applications for new projects are welcomed. Applications for project continuation will be considered provided they fulfil the other grant criteria. The NLWA money will not be used to *replace* existing funding, and should only be used to *enhance* existing work or start new projects.

Where money is required for continuation of existing projects, groups will be asked to demonstrate why they need the NLWA grant money, and how that money will increase the capacity of the project.

11. What types of waste are eligible?

The NLWA compost fund can only be used for projects that are able to demonstrate that they will increase municipal organic waste composting. Household garden and horticultural waste, composting or commercial catering waste, and household kitchen waste composting are eligible materials.

For example the type of waste might be garden waste collected from households, parks waste delivered to site by contractors, or household kitchen waste. Priority will be given to biodegradable wastes from household and municipal sources over non-household and non-municipal sources.

*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, 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>)

12. What monitoring and evaluation is required?

NLWA and London CRN recognise that monitoring and evaluation requirements are sometimes disproportionate to the size of grant received by groups. Where NLWA funds are being used as CRED match no additional monitoring will be required but applicants will be required to show London CRN their CRED monitoring forms which assess projects against stated tonnage outputs as well as taking account of project spend and to inform NLWA and London CRN of all CRED monitoring visits and all follow-up communications. Projects may also be asked to provide copies of their audited accounts.

All monies will be paid quarterly in arrears following London Recycling Fund arrangements, provided proper and complete claims and evidence have been submitted on time.

Evidence of project spend will need to be provided. All money not spent by end of December 2005 will be reclaimed by London CRN for NLWA before the end of the financial year.

13. Do we need waste licences before we apply?

You must have the written approval or agreement of the Environment Agency for any project which falls within their jurisdiction, and relevant planning permission. It is advisable to find out as early as possible about possible licensing requirements for your project.

The Community Composting Network and London CRN can provide advice about licensing for community composting schemes.

14. How do we apply for the NLWA Community Compost Fund?

Applicants will be required to complete an application form and should be able to provide additional information about their application upon request.

- Deadline for receipt of applications is 21<sup>st</sup> September 2005
- You will be informed of our decision by 29<sup>th</sup> September 2005
- All invoices, purchase orders and receipts should be submitted by 31<sup>st</sup> December 2005
- Final project report to be completed by 31<sup>st</sup> December 2005

15. How many applications can we submit?

There is no limit to the number of applications an individual or organisation can make but applications will be assessed on merit so one good application is better than several less well planned applications.

16. Who runs the fund and how is it managed?

The NLWA Community Compost Fund is managed and administered by London CRN on behalf of the partner authorities involved in the North London Integrated Compost Project (NLICP). The London CRN Compost Network is part of the NLICP. The Compost Network project is managed by Gavin Tivey. The fund will be administered in a transparent and simple fashion. Assessments will be made by a representative of NLWA, a representative of London CRN plus an external assessor. If you have any questions please contact London CRN.

London CRN is staffed by paid employees who are governed by a Management Committee (MC). The MC Directors are elected annually by the Members at the AGM. Directors ensure that London CRN is accountable to Members, is run to best represent their interests and in a proper fashion. Day-to-day activities are executed by full- and part-time employees with additional services provided by approved consultants.

17. How will funding be allocated?

Funds will be allocated according to the merits of applications according to their adherence to the criteria set out in the application process.

18. Other requirements

Applicants must be able to demonstrate how their project fits with local and regional waste strategies. Applicants must be able to demonstrate an understanding of the "Mayor's Draft" version of the North London Joint Waste Strategy and their Local Authority Waste Strategy.

19. Applicants must also be able to demonstrate value for money.

For further information please contact Charlie Willsmore, at London CRN (details below).