

# **WASTE PREVENTION & RECYCLING INITIATIVES FUND 2024 APPLICATION GUIDANCE**

## **1) What is the Waste Prevention & Recycling Initiatives Fund?**

Waltham Forest Council are looking to support a number of groups to enhance the waste prevention and recycling initiatives that are carried out in our borough. Reducing waste and supporting the circular economy will help residents to create a lasting change in their community. This fund will provide community based (non-profit making) organisations with support to either start or further their prevention projects. We welcome applications from organisations of all sizes who can apply for a grant of up to £2,000.

## **2) Who can apply and how much can I apply for?**

Applicants must be applying as part of a constituted voluntary or community sector group or organisation that will deliver the project. A constituted group means that the group has a formal structure, its own bank account and an agreed constitution. This is a statement of the aims and rules of the group and what the group wants to do. Please see below for details of required documentation for applicants.

The maximum amount a group can apply for is £2,000, however applications for over this amount will be considered if the project can be proven to be exceptional. Groups are welcome to submit applications for multiple projects however the total amount of funding requested across all projects should not exceed £2,000. Considering the limited amount of funds and the variety of local projects anticipated, the amount awarded to a group may be less than what was applied for.

To find out more about how to become a constituted group, visit [My Community](#) or speak to [ConnectingCommunities](#)

## **3) What type of projects can be funded?**

The aim of the Waste Prevention & Recycling Initiatives Fund is to support innovative projects that will enable more people in Waltham Forest to waste less and recycle more, in turn creating healthier and happier communities. Your project could be to get people and communities to recycle and re-use, create opportunities for residents to learn more about waste reduction and recycling, or bring to life an idea which will make recycling and re-using more attractive.

The fund can be used to pay for equipment, tools, kits, training, events and activities. Up to 20% of your application amount can be allocated to project management costs. If you are unsure if your idea can be funded, please contact the team via the contact details provided or attend one of the drop-in sessions detailed below.

Projects are expected to start in June 2024 and end by 31 December 2024.

#### **4) What is the deadline for applying to the Waste Prevention & Recycling Initiatives Fund?**

The deadline for submitting an application to the Waste Prevention & Recycling Initiatives Fund is Friday 31 May 2024.

#### **5) What types of documentation do applicants need to provide?**

To apply to the Waste Prevention & Recycling Initiatives Fund, you must be a constituted group and will need to include the following supporting documentation as part of your application.

##### Required:

- A completed application form
- A project plan, including projected budget requirements, and measurable outcomes
- A copy of your organisation's constitution
- A copy of your group's recent bank statement or opening statement if you are a new group. If you have been established for 15 months or more, please also provide a copy of your previous years' accounts.
- A copy of your Public Liability Insurance. If you do not have public liability insurance, you can include this in your project costs and you must provide it before completing your project.

##### Dependent on your organisation and project:

- If you employ staff, you must provide a copy of your Employer's Liability Insurance.
- If your project will be delivered in a school, provide a document confirming approval from the appropriate Head Teacher(s).
- If your organisation is working with children or young people up to the age of 18, you must provide both;
  - A copy of your Safeguarding Policy. Please ensure it is in line with [Waltham Forest's Safeguarding Children Board](#)
  - The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with children and evidence that safer recruitment checks have been completed.
  - If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project.
- If your organisation is working with vulnerable adults you must provide both:
  - A copy of your Safeguarding Adults Policy and Procedure which also outlines the training of staff and volunteers and how you will ensure staff are trained as part of their induction and where this will be recorded and monitored.
  - The name and Disclosure and Barring Service (DBS) vetting number of any adults who will be working with the vulnerable adults. If you are purchasing DBS checks as part of your application, please upload written agreement that this will be in place before you begin your project. Please also advise on the action you will take if there are any records on the DBS certificate.

#### **6) What type of projects or costs cannot be funded?**

The Waste Prevention & Recycling Initiatives Fund cannot be used to fund political or religious events. The funds cannot be used to cover the cost of items such as alcohol, cigarettes or used towards profit-making activities and gambling.

You cannot apply for funds to cover projects that have already happened or for items that have already been bought. Only costs outlined in your application will be reimbursed. Please contact the team if you are unsure.

## 7) What is the payment plan?

We will make an initial payment of 50% of the granted awarded to your constituted group's bank account on your project start date. The remaining 50% will be paid halfway through your project.

Under exceptional circumstances, the full grant amount can be paid on your project start date where this can be demonstrated as essential to the delivery of the project **but you must tell us this as part of your application process.**

All projects must be completed with evidence of outcomes achieved sent to your Council project coordinator by 31 December 2024.

Projects completed after this date will not be reimbursed.

## 8) What do you mean by outcomes?

Waltham Forest is committed to meeting the Mayor of London's Environment Strategy objectives to make London a zero-waste city. Encouraging Londoners to reduce, reuse and recycle more will improve the health and wellbeing of all Londoners, and the following aims will be met;

- By 2026 no biodegradable or recyclable waste will be sent to landfill
- By 2030 65% of London's municipal waste will be recycled

Our [Climate Action Plan](#) sets out the 'Consuming less, recycling more 2030 vision' with these key targets:

- Increase recycling rates to 50%,
- And reduce food waste by 50% per person by 2030

Furthermore, the [Mission Waltham Forest Strategy](#) details the Waltham Forest priorities for climate, these include:

- A green housing revolution – Create opportunities for households of every tenure to improve the energy efficiency of their homes, making homes warmer and bills lower. Housing estates will become centres for climate action, waste and recycling innovation and food growing.
- Consuming less, recycling more – Lead the way on recycling in London by giving our residents the tools to reduce, reuse, and recycle all waste, from clothes they wear to the food they eat.
- A collective approach to drive civic action on climate, especially where there are other benefits, becoming a leading borough for collective, community-led climate action.

An outcome is a result you expect your project to achieve, and these should aim to contribute to the Mayor's Environment Strategy objectives or one or more of the Council's Climate Action Plan or Mission Waltham Forest's objectives listed above. Your project is likely to have more than one outcome. You can also include any specific targets for your project in your application.

Having clear outcomes will also help you plan your project. When you have finished your project, you will need to provide evidence of delivering your outcomes in order to be eligible to apply for future funding. For example, what was the feedback from participants? Did you reach the number of people you hoped to reach? Have you seen any lasting change in your area?

## **9) Support for applications**

An informal meeting, either in person or via Microsoft Teams, can be arranged with a Council Officer where you can discuss your project and application. Please arrange a date and time in advance of the closing date using the email address below.

For any other pre-application guidance or for further information please email [wasteteam@walthamforest.gov.uk](mailto:wasteteam@walthamforest.gov.uk).

## **10) What is safeguarding and how can I get help?**

If you are working directly with residents, all individuals within your organisation should be able to recognise the different types of abuse, identify the signs and where to go for help. Even if you are not part of a formal organisation, it is your responsibility to ensure you have undertaken relevant safeguarding training.

If you are concerned that a child or an adult with care and support needs is being abused or neglected or is self-neglecting, please contact the London Borough of Waltham Forest immediately on **020 8496 3000**.

For further guidance regarding Safeguarding Policy and Procedure and DBS checks, visit the Community Waltham Forest safeguarding [webpage](#).

## **11) How are funding decisions made?**

When the funding opportunity closes, Councillors and Council Officers will assess and evaluate all applications received against the aims set out in this guidance document.

## **12) What happens if my application is successful?**

You will be informed via email if your application has been successful in May 2024. Once you have accepted your offer and agreed to the terms and conditions, you will be allocated a project coordinator from the Council who will be your point of contact throughout your project.

Please note that you may not be awarded the full amount that you requested; if you are unable to deliver the project with the awarded amount, you can decline the offer.

You will only be reimbursed up to the value your project was awarded.

A list of the successful project names and award amounts will be uploaded to the Enjoy Waltham Forest and Waltham Forest Council websites.

### **13) What happens if my application is not successful?**

We anticipate a high volume of applications; unfortunately, not all applications will be successful, and some successful applications may be allocated less money than they applied for.

Unsuccessful applicants are encouraged to apply for other funding streams such as:

- [My Funding Central](#) is an online database for charities and community groups. It is free to use if your group's annual income is less than £30,000 a year.
- [SpaceHive](#) is a crowdfunding platform which supports local initiatives.

### **14) Promoting your project and sharing its success**

If your project is successful, you will be sent a copy of the Waltham Forest Council and recycling logos. Please ensure that the logos are visible on all printed, web and any other media material together with sufficient text acknowledging the support of the Waste Prevention & Recycling Initiatives Fund. You should also invite and welcome Councillors and/or council officers to any official opening or similar events as part of your project – please liaise with your project coordinator to arrange this.

We want to hear how your project went and share its success. Please take photos of your project in action and let us know what participants said. If you are taking photos of people, please ensure you have their written permission to take their photo and let them know it could be used by the council to promote recycling initiatives in Waltham Forest.

### **15) Hints and tips for completing your application**

- Try and tell a story with your application; what is the story now, what are you going to do to make a change and what do you hope to achieve at the end?
- Remember that projects should help residents to reduce their consumption, reuse pre-loved items and recycle more, so consider how your project will help as many residents as possible across Waltham Forest.

- Try to give as detailed a breakdown of costs as possible; this will help Council officers understand how you plan to spend the money.
- When looking for a quote, check the price at more than one place to get the best value for money.
- Check you have attached all necessary documents before submitting your application.