

New Initiatives Fund

Funding Application Form

Guidance notes

The New Initiatives Fund is open to each Partner Authority within the Oxfordshire Waste Partnership (OWP). Bids will not be accepted from any other organisations.

Completing the application form

Please answer all questions.

Q.1.2. It is envisaged that some bids will be made by a grouping of two or more of the OWP Partner Authorities. Such bids will need to nominate a lead authority to submit the bid to the OWP Officer Strategy Group (OSG). Any other bodies involved in the delivery of the project should also be listed.

Q. 3.1. The Policies are listed on pages 15-20 of the Joint Municipal Waste Management Strategy Core Strategy document. A copy of the Core Strategy can be found on the OWP website at
<http://apps.oxfordshire.gov.uk/wps/wcm/connect/OWP/Home/About+us/OWP++About+us++4+Strategy>

Q. 3.2. The agreed action plans can be supplied by the OWP Coordinator.

Q.5.1. Funding may be requested for up to three years.

For any further assistance with the completion of this application please contact the OWP Coordinator on tel. no. 01295 221903.

Submission instructions

Please sign your completed application and submit one electronic copy and two hard copies of your application to:

Wayne Lewis
OWP Coordinator
c/o Cherwell District Council
Thorpe lane
Banbury
Oxon.
OX16 4UT

Email: wayne.lewis@cherwell-dc.gov.uk

The assessment process

Once an application has been submitted to the OWP Coordinator:

- The application will be circulated to OSG members;

- The application will then be considered as an agenda item at the next meeting of the OSG (subject to the application being submitted to the OWP Coordinator one clear week ahead of an OSG meeting).

At the OSG meeting:

- OSG members may choose to recommend to the OWP Chair that the application be approved; or,
- may seek clarification and/or additional information on any part of the application; and,
- may recommend that amendments are made to the application.

If amendments, clarification or additional information are requested by the OSG, then the application will be reconsidered at the next OSG meeting or at a future date agreed by both the OSG and the applicant.

When the application has been considered for this second time, OSG may choose to recommend to the OWP Chair that the application be either approved or rejected.

Where the application involves the Partner Council that the OWP chairman represents, then the approval of the OWP vice chair will also be required.

1. Contact details

1.1 Please provide contact details for your authority.

Authority name:	Vale of White Horse District Council
Address:	Abbey House, Abbey Close, Abingdon, OX14 3JE.
Main telephone number:	01235 520202
Contact name for this application:	Sally Wilson
Position:	Waste services manager
Address:	Environmental Services, South Oxfordshire District Council, Council offices, Benson Lane, Crowmarsh Gifford, OX10 8AT
Tel:	01491 823833
Email:	Sally.Wilson@southoxon.gov.uk

1.2 If you are applying on behalf of a partnership, please provide contact details for each partner.

	<u>Partner 1</u>	<u>Partner 2</u>	<u>Partner 3</u>
Partner name:	Agrivert	Verdant	South Oxfordshire District Council
Address:	The Stables Radford Chipping Norton OX7 4EB	Verdant Group Plc. Lakeside Pavilion, Chaucer Business Park, Watery Lane, Kemsing, Sevenoaks, Kent, TN15 6QY	Benson Lane, Crowmarsh, Wallingford, OX10 8EA
Main telephone number:	01608 672826	01732 765 222	01491 823000
Contact name for this application:	Harry Waters	Roger Edwards	Sally Wilson
Position:	Sales & Marketing Director	Managing Director	Waste Services Manager
Address:	As above	As above	As above
Tel:	As above	As above	As above
Email:	hwaters@agrivert.co.uk	info@verdant-group.co.uk	Sally.wilson@southoxon.gov.uk

	<u>Partner 4</u>	<u>Partner 5</u>	<u>Partner 6</u>
Partner name:			
Address:			
Main telephone number:			
Contact name for this application:			
Position:			
Address:			
Tel:			
Email:			

2. About your proposed project

Vale of White Horse District Council Food Waste Scheme

Vale of White Horse District Council (VWHDC) wants to reduce the amount of waste going to landfill by collecting food waste separately in a lockable 23 litre container which is filled from a seven litre caddy kept in the kitchen, from October 2009.

Part of the new joint waste collection contract with South Oxfordshire District Council agreed by cabinet in November 2007, approved a weekly collection of food waste as part of the new waste collection contract. This report highlighted how separating food waste from residual waste can have a significant impact on the tonnages going to landfill.

The food waste will be delivered to the new Agrivert food waste treatment facilities that are being procured by Oxfordshire County Council. This will mean that food waste will be converted into compost and also used to generate electricity (renewable energy).

Vale of White Horse District Council food waste scheme will cover the whole district (50,100 households).

The council will offer residents a roll of 50 corn starch liners free of charge to use inside the caddies to kick start the scheme. Once residents have run out of supplied liners, they will be able to purchase new ones from designated partners (to be identified), local supermarkets and hardware stores.

This bid is for a one-off supply of 50 biodegradable liners for each household (50,100) to be delivered at the start of the new service.

The roll out of the new waste scheme as a whole will be co-ordinated with a communication campaign as well as road shows in the evening and on weekends throughout the district. Residents will also be informed about the scheme through regular press releases, the council's Unvaled magazine delivered to all households and a number leaflet drops. The communication and promotions campaign is broken down into three phases:

- 1/ introductory leaflet outlining the new service
- 2/ instructional leaflet giving details of the new service
- 3/ reminder leaflet just before the new service starts

The Waste & Resources Action Programme (WRAP) estimates that the average household throws out £420 worth of avoidable food waste each year.

WRAP food waste collection trial results in Surrey (2007/08) as well as previous research (Eunomia, kitchen waste collections, optimising container selection 2006) showed that providing residents with liners can improve the performance of food waste schemes 'primarily because it makes the scheme cleaner and easier for residents to participate'. During the WRAP trials, rounds not supplying liners had the lowest yields in their respective authorities. In Mole Valley, the average yield in kgs per household served per week decreased by up to 0.5 kgs when no liners were supplied.

Since the start of South Oxfordshire District Council's food waste collection in June 2009 they have collected over 4,000 tonnes of food waste. This averages to approx 2.2kg per household per week. As part of the joint contract, rolling out an identical service in the Vale from October 2010 should see yields of the same amount, as long as food waste liners are provided from the start.

An attitudinal survey showed that a vast majority (97.9%) of residents found the liners helpful. It also found that on average, residents used two to three liners per week. Supplying 50 liners will therefore provide up to six month supply.

2.2 What are the key objectives of your proposal (max 100 words)

The collection of food waste is essential to meeting Vale of White Horse's corporate priorities for increasing recycling and reducing waste to landfill.

- increase our recycling rate to over 50% by 2011/12
- reduce the amount of waste sent to landfill by 2,500 tonnes by 2010/10 and a further 3000 tonnes in 2011/12
- help increase customer satisfaction

2.3 Please give the start and finish dates of your project proposal?

	<u>Date</u>
Start	May 2010
Finish	April 2011

2.4 How many households will be covered by your project proposal?

Total no. of households covered:	50,100
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2.5 Is member approval necessary?

	<u>Please Tick</u>
Yes	
No	x

2.6 If yes, has member approval been obtained?

	<u>Please Tick</u>
Yes	N/a
No	

3. Supporting the aims & objectives of the OWP

3.1 Please state how your project proposal supports the policies within the Oxfordshire Joint Municipal Waste Management Strategy? (max 250 words)

This project is in line with the Oxfordshire Joint Municipal Waste Management Strategy, which has been developed by the OWP.

The key relevant policies are:

Policy 3: The "Food waste scheme" ties into Policy 3 of the OWP strategy by providing a new and additional recycling service for residents and is thus a new service to the public.

Policy 5: In accordance with regional policy, the Oxfordshire Waste Partnership will seek to reduce the growth of municipal waste across the County to 0% per person per annum by 2012.

Policy 8: The Oxfordshire Waste Partnership will encourage householders and businesses to separate waste for recycling collections by providing targeted information and awareness raising.

This would then enable us to achieve core objective 4 of the OWP strategy by helping to meet locally agreed targets.

In addition, the OWP has also agreed four stretch targets for LAA2 to reflect the 198 new national indicators. NI 192 is a measure of household waste sent for recycling and composting – to achieve a 45% rate by March 2011. This is to include a collection of composting (or equivalent treatment) of 25,000 tonnes of household food waste.

3.2 Does your project proposal support a project contained within the approved OWP JMWMS Action plan? If yes, please provide details? (max 100 words)

This project supports the development of our authorities' plans to extend recycling services to include food waste collections under Policy 6 (6.1) of the JMWMS action plan. This would amount to a change in our collection systems and promote participation in recycling and composting schemes. The introduction of food waste collections forms a key part of the OWP action plan for 10/11.

3.3 Please outline any partnership working arrangements that will result from your project proposal? (max 250 words)

Vale of White Horse District Council will monitor the roll out and implementation of the food waste collection scheme very closely and will release tonnage and participation data to OWP so that the whole partnership can learn from the roll out.

Joint arrangements such as planning, communications, purchasing as well as the collection itself is already being carried out jointly with neighbouring South Oxfordshire District Council whose scheme started In June 2009. The joint waste team now covers both South Oxfordshire and Vale of White Horse which means that lessons learnt from the South roll out will be used to ensure the service is also a success in the Vale.

Further partnership working involves the new contractor, Verdant who will be responsible for delivering the biodegradable food waste bags to residents inside their kitchen caddies when the bins start to be rolled out to the Vale's 50,000 households in June 2010.

3.6 Please detail any consultation that has been undertaken in relation to your project proposal? (max 250 words)

A public consultation carried out in August 2007 showed that residents fully support a weekly collection of food waste and they preferred the service to provide a kitchen caddy and liners to then put into the larger kitchen bin which is then presented for collection.

4. Measuring the performance of your project

4.1 Please indicate the impact that your project proposal is expected to have on the following measures:

<u>Measure</u>	<u>Tonnes per annum</u>
Waste reduction	
Waste reuse	
Waste recycled	
Waste composted	3,000
Waste diverted from landfill	3,000
BMW diverted from landfill	3,000

4.2 What other measures will you use to monitor the performance of your proposal?

Measure 1:	Waste diverted from landfill
Baseline:	Tonnage of waste to landfill starting October 2010.
Proposed monitoring approach:	Tonnage data from weighbridge ticket
Frequency of Monitoring:	Monthly

Measure 2:	Food Waste Collected
Baseline:	Food Waste collected starting October 2010.
Proposed monitoring approach:	Tonnage data from IVC contractor / weighbridge tickets
Frequency of Monitoring:	Monthly

Measure 3:	Participation Survey / Set out rate
Baseline:	Participation in Food Waste Scheme in 2011
Proposed monitoring approach:	Participation Survey
Frequency of Monitoring:	Repeat participation survey / set out rate in 2012

Measure 4:	Customer Feedback
Baseline:	Customer Feedback 2011/12
Proposed monitoring approach:	Annual Customer Satisfaction Survey
Frequency of Monitoring:	Annually

5. Funding your project

5.1 Please state the amount of funding that you are requesting?

<u>Year</u>	<u>Capital</u>	<u>Revenue</u>	<u>Total</u>
2008/09			
2009/10			
2010/11		£82,400	£82,400

5.2 Please provide a breakdown of your funding request?

	2009/10					
	Capital			Revenue		
<u>Item</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>
Distribution						
Accompanying leaflet						
Totals						

	2010/11					
	Capital			Revenue		
<u>Item</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>	<u>Quantity</u>	<u>Unit Cost</u> <u>£</u>	<u>Cost £</u>
Roles of 50 biodegradable liners				52,000	£1.45	£75400
Distribution				52,000		£2000
Accompanying leaflet				52,000		£5000
Totals						£82400

5.3 Please outline any match funding being provided?

<u>Year</u>	<u>Source of match-funding</u>	<u>Amount of match funding provided £</u>
2010/11	Capital budget	£150,000 for promotion of new waste service including separate collection of food waste (SODC and VOWH £75K each budgeted) £260,000 for 23 litre food waste bin and 7 litre kitchen caddy for 50,000 properties
2011/12		

6 Declaration

On behalf of, and duly authorised by, the authority making this application (the "Applying Authority"), I declare that:


The information given on this application form and in any other documentation that supports this application is truthful, accurate and current.

The Applying Authority acknowledges and accepts that, where any misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any information is knowingly withheld, this could (at the discretion of the OWP) render the funding application invalid and any funds received by the Applying Authority will be liable for repayment.

The Applying Authority confirms that the original wording and structure of this application form as it was originally provided has not been altered, deleted or added to in any way.

The Applying Authority confirms that it will take all reasonable precautions to ensure that funds received will not be misused or misappropriated in any way. In the event of a fraud, the Applying Authority acknowledges and accepts that the OWP may take legal action to recover any misappropriated funds.

The Applying Authority agrees that the information supplied on this form, including individual contact information, will be used for monitoring purposes by the OWP. In the event that the OWP provides funding pursuant to this application the Applying Authority shall provide a quarterly report to the OWP on the success of this project.

Signed:	
Print Name:	Sally Wilson
Position:	Waste services manager
Local Authority Name:	Vale of White Horse District Council
Date:	1 Feb 2010