

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).
- Where a funding decision is a matter of urgency, applications may, with the approval of the OWP Coordinator, be considered by email. OSG members will be given at least five working days to respond. Where objections are raised to an application that cannot be resolved by email, the Coordinator may defer a funding decision to the next 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 chair represents, then the approval of the OWP vice chair will also be required.

The OWP chair and vice chair may only approve applications for NIF funding of less than £50,000. Where applications for more than £50,000 are made the approval of the OWP Joint Committee is required. Such applications will be considered as an agenda item at the next meeting of the Joint Committee.

1. Contact details

1.1 Please provide contact details for your authority.

Authority name:	South Oxfordshire District Council and the Vale of White Horse District Council
Address:	Council Offices, Benson Lane, Crowmarsh Gifford, Wallingford OX10 8BA
Main telephone number:	01491 823416
Contact name for this application:	Sally Wilson
Position:	Joint Waste Services Manager
Address:	Council Offices, Benson Lane, Crowmarsh Gifford, Wallingford OX10 8BA
Tel:	01491 823833
Email:	sally.wilson@southandvale.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:	Verdant		
Address:	Lakeside Pavilion, Chaucer Business Park, Watery Lane, Kemsing, Sevenoaks, Kent, TN15 6QY		
Main telephone number:	01732 765 222		
Contact name for this application:	Roger Edwards		
Position:	Managing Director		
Address:			
Tel:			
Email:	info@verdant- group.co.uk		

2. About your proposed project

2.1 Please provide a summary of your project proposal (max 500 words)

Communal Food Waste Collection

South Oxfordshire District Council and the Vale of White Horse District Council would like to operate food waste collection from all communal properties as part of the new joint waste collection service. This would include a total of approximately 7,500 additional properties that would receive a weekly food waste collection.

South Oxfordshire is currently trialling food waste collections from nine sites across the district - approximately 500 properties.

In order to provide food waste collections from all properties in both South and Vale, the councils are applying for this funding to cover the cost of the containers (including 7 litre kitchen caddies and 140 litre communal food waste bins), a starter pack of 50 biodegradable liners and the communication material/activities to enable residents in communal properties to participate in the food waste collection service.

In addition, both councils would like to provide a sturdy plastic reusable bag to be delivered to every communal property. The bags will provide a receptacle for the storage of co-mingled recyclables within the household and then act as a convenient receptacle in which to carry the recyclables to the communal bulk bins.

The recent Taylor report 'Taking Recycling to a New Level' – states that or those in flats, residents with internal receptacles were found to recycle almost double the amount recycled by those without such a receptacle (Jan 2010).

The communication activities will be carried out by the two Recycling Education Officers that the council provides through it's contract with Verdant (the waste collection contractor).

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

The introduction of food waste schemes to communal properties will bring a number of benefits including;

- helping to reduce the amount of biodegradable municipal waste going to landfill
- improved recycling rates - the estimated tonnage of food waste from these properties has been calculated at approximately 585 tonnes per year, which could add up to 0.7% onto our food waste recycling rate
- reduced disposal costs
- reduced environmental impacts associated with landfill
- complement AWC collections by collecting the odorous fraction weekly. At present, refuse and recycling at all the communal properties is collected weekly. By introducing a weekly food waste collection, we can move the majority of communals to AWC refuse/recycling collections (where capacity allows) which will encourage residents to recycle more.

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

	<u>Date</u>
Start	May 2010

Finish	Nov 2010

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

Total no. of households covered:	7,500 flats
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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 6 - The Oxfordshire Waste Partnership will provide an integrated system of collection and processing of household waste which will achieve, as a minimum;

By 31 Mar 2010: recycle or compost at least 40% of household waste

By 31 Mar 2015: recycle or compost at least 45% of household waste

By 31 Mar 2020: recycle or compost at least 55% of household waste.

Policy 7 - OWP will ensure that recycling facilities and services are available to all residents.

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

3.2 Does your project proposal support a project contained within the OWP JMWMS action plan

This bid supports Action 6.1 of the JMWMS to implement food waste collections from households.

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

The councils will monitor the roll out and implementation of the communal food waste collection service closely and will release tonnage and participation data to OWP, so that the whole partnership can benefit from the experiences of the roll out and resultant performance.

The councils will liaise with the waste contractor Verdant, to assess communal sites, deliver the food waste bins, caddies and liners along with accompanying communications surrounding the scheme.

Through the implementation of the communal food waste trials, at the nine sites in South, meetings were held with residents and Housing Associations. All of whom were fully supportive of the scheme and were keen to have separate food waste collections.

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	1,848 tonnes (4.74 kg/hh/wk x 7500 properties)
Waste composted	585 tonnes per year (1.5 kg/hh/wk x 7500 properties)
Waste diverted from landfill	2433 tonnes
BMW diverted from landfill	585 tonnes

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 from October 2010
Proposed monitoring approach:	Tonnage data from weighbridge tickets
Frequency of Monitoring:	Monthly

Measure 2:	Recycling & food waste collected
Baseline:	Recycling & food waste collected
Proposed monitoring approach:	Tonnage data from Recycling contractor weighbridge tickets
Frequency of Monitoring:	Monthly

Measure 3:	Measure individual recycling bulk bin weights
Baseline:	
Proposed monitoring approach:	Compare weights of communal recycling bins-using RFID chips in bins
Frequency of Monitoring:	Monthly

Measure 4:	Participation Survey
Baseline:	n/a
Proposed monitoring approach:	Participation Survey
Frequency of Monitoring:	Annual

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>
2009/10			
2010/11	£53,750	£38,350	£92,100
2011/12			

5.2 Please provide a breakdown of your funding request?

	2010/2011					
	Capital			Revenue		
<u>Item</u>	<u>Quantity</u>	<u>Unit Cost £</u>	<u>Cost £</u>	<u>Quantity</u>	<u>Unit Cost £</u>	<u>Cost £</u>
7 litre kitchen caddies	7500	£1.50	£11,250			
140 litre communal wheeled bin with RFID chip	1000	£20 per bin (per 10 h/h's) = £2 per h/h	£20,000			
Delivery of food waste bin & caddy				1000	£12 (for both receptacles)	£12,000
Starter pack of biodegradable liners (50 per roll)	7500	£1.60	£12,000			
Posters for bin stores (A3 and A4 litho printed, 4 colour)				1000 of each (x2)	0.50	£1,000
Leaflets (A5 4pp, 4 colour throughout onto stock: 120gsm revive 100% recycled uncoated)				7500	£0.10	£750
Stickers for caddies (Based on A5, 4 colour, single sided.)				7500	£0.20	£1,500

White Perm gloss sticker. Crack back).						
Leaflet deliveries				7500	£0.10	£750
Collection calendars (A5, 6 page, 4 colour single sided on 130gsm revive 100% recycled silk)				7500	£0.18	£1,350
Door steppers				7500 h'h	£2.75	£20,625
Newsletters (A4, 4 colour, 100% recycled)				7500	£0.05	£375
Single reusable recycling bag	7500	£1.40	£10,500			
Totals			£53,750			£38,350

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 (SODC and VOWH £75K each budgeted)
	Delivery of communal waste & recycling bulk bins to flats @£12 per bin	£6,540 (540 bulk bins SODC)
		£7,200 (approx 600 bulk bins VoWH)
	Purchase of communal 1100, 660 and 360 refuse & recycling bulk bins	£120,000
	Cost of Delivery of reusable bag to residents	£1,400
	Design, copy text of reusable bag	£1,000

	Officer time	2 x days = £200
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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. The Applying Authority will also ensure that funding is spent on the work set out within this application and shall not be used to fund existing costs, or for any other purpose unless expressly agreed by OWP.

Signed:	Sally Wilson
Print Name:	Sally Wilson
Position:	Joint Waste Services Manager
Local Authority Name:	South Oxfordshire District Council and Vale of White Horse District Council
Date:	25 February 2010