

WEEE Local Project Fund Guidance Notes for Local Authorities Submitting Applications

1. Introduction

The UK WEEE Regulations aim to address the environmental impacts of waste electrical and electronic equipment by reducing the amount going to landfill and encouraging separate collection and subsequent treatment, re-use, recovery, recycling and environmentally sound disposal.

The Distributor Takeback Scheme (DTS) was established as a means for retailers to discharge their obligations under the UK WEEE Regulations to ensure arrangements for customers to recycle unwanted waste electrical and electronic equipment.

The DTS Phase V Fund have made funding available to support local authorities and partner organisations. This funding is intended to support activities aimed at increasing the separate collection of household WEEE for reuse and recycling. Applications will be considered from waste collection authorities (WCAs) and waste disposal authorities (WDAs). All applications must be endorsed by a WDA with at least one publicly accessible designated collection facility (DCF) approved by the Department for Environment, Food & Rural Affairs (DEFRA). All funding from the DTS will be passported through the WDA specified on the application.

This guidance note provides information on the funding available and how to apply for the WEEE Local Project Fund.

If you are considering applying for the WEEE Local Project Fund we encourage you to take a look at the following documents:

1. Project templates
 - a. WEEE collection points
 - b. WEEE repair, reuse and recycling events
 - c. HWRC WEEE activities
 - d. WEEE engagement and communications campaigns
2. WEEE Local Project Fund - Application Form
3. WEEE Local Project Fund - (End of project) Evaluation Form

2. Support Available

The WEEE Local Project Fund has more than £500,000 to allocate to projects for 2022. Accepted projects must be completed by 31st December 2022. Funding will be paid in advance of project start up. Interim support is available via the DTS as part of a mid-project review meeting hosted by Anthesis Group consultancy, who can offer guidance, signposting or feedback on the project in progress (mid project review is not applicable to Fast Track projects, but support is available).

3. Eligibility Criteria

Waste Disposal Authorities (WDA) with at least one publicly accessible Designated Collection Facility (DCF) approved by the Department for Environment, Food and Rural Affairs (DEFRA) are eligible to apply either individually or in collaboration with other WDAs. Waste Collection Authorities (WCA) are also eligible to apply although their application must be endorsed by the WDA in their area where this is a separate authority.

- WDAs can additionally submit or be a partner in an application for a collaborative project with other WDAs;
- WCAs are permitted to submit a maximum of one application to an appropriate WDA;

- There is no limit on the number of applications from different WCAs that the appropriate WDA can endorse.
- WDAs are permitted to submit more than one application for a project. In the event that the fund is oversubscribed priority will be given to allocating funding as widely as possible and to those projects assessed as having the best potential for collecting additional WEEE.

In Phase V, the DTS has introduced a new extra Fast Track option for project funding. This is anticipated to be a smaller scale and shorter project activity, but still following one of the five project template themes and delivery in 2022. These Fast Track projects are shorter (typically up to 6 months), smaller scale activities and have a smaller fund availability, but based on the same criteria and eligibility. The application process requires less detail to be considered, there is no mid-term review, and the end of project evaluation requires fewer details. Fast track funding applications will be assessed, announced and paid at the same time as the regular projects, but the amount of money available is capped at £20,000 per project.

The DTS is making this additional option available to recognise the limited resources of some local authorities and as a way to welcome more applications for smaller scale, localised projects and activities. Separate project templates have been developed for these fast-track projects, however the timeline, application process, criteria and eligibility are all the same.

For any of the funding applications, collaboration with producer compliance schemes, waste management companies, local reuse organisations and charities and other relevant partners is encouraged. They are permitted to manage projects on behalf of the lead local authority(s) and with that local authority's support.

The fund is not available to support collection of WEEE from businesses.

The funding is available to:

- encourage reuse of whole appliances
- increase the tonnage of separately collected household WEEE for recycling, particularly small domestic appliances and ICT equipment, or
- increase the recycling rate of collected equipment,
- reduce the occurrence of fly tipping of WEEE through, for example, improved communication and availability of legitimate facilities.

4. Project Criteria

Projects proposed for funding must:

- Be aimed at: encouraging the reuse of whole appliances, increasing recycling rate of collected equipment and/or increasing tonnage of separately collected household WEEE.
- Be new or additional to existing or planned activity – the funding should be used to support new projects (this could include the first phase of the roll out of a new service) or the expansion of existing projects.
- Demonstrate how the benefits of the project could be sustained or built on once the initial funding has lapsed
- Be prepared for the overall project costs to be published for use in highlighting success stories and sharing best practice where relevant
- Seek monetary and/or in-kind contributions from partners such as producer compliance schemes, waste management companies and local reuse organisations, where possible

- Cease requirement for funding from DTS by 31 December 2022. Projects and related activities may continue beyond that date, but projects will not be financially supported by DTS must be financed from other sources.
- Complete and return an end of project evaluation form containing findings and results of the project. This must be returned to the DTS within 3 months of completion of the project.
- Be prepared to share learning and best practice experiences resulting from the project (e.g. via press release, web based media or Local Authority networking)

Projects should not:

- Involve activities which are eligible for other funding from DTS Phase IV, namely: the upkeep and maintenance of DCF sites, new or replacement DCF sites and the addition of new WEEE streams to existing DCF sites.
- Include WEEE from commercial or industrial end users.

Applications for funding may be for 'one off' events and such projects do not necessarily have to be ongoing beyond the date that the event would take place. However, projects which are capable of being replicated, continued or further developed are particularly encouraged.

5. Key Dates

Bids must be submitted using the WEEE Local Project Fund Application Form by email by 8th October 2021

Timetable

- Call for proposals w/c 6th September 2021
- Application submission deadline 8th October 2021
- Winning Bid Selection and authority notified of outcome before end of October 2021
- Distribution of Funds November 2021 onwards
- Mid project Review calls with DTS/Anthesis – early April - May 2022
- Complete and return summary findings report within 3 months after project completion.

6. How to apply

The completed application form must be signed by a head of service or portfolio holder to confirm that the information supplied is correct and that there is senior management support for the project within the local authority. It must be signed by all project partners including the Waste Disposal Authority through which funds will be passported.

All sections of the application form must be completed, and incomplete applications may be rejected. Applications should be submitted to:

dts@valpak.co.uk

For further information please contact the DTS team on 03450 682 572 or dts@valpak.co.uk

7. Assessment of applications

Initially the bids will be assessed by the DTS against the total funding which is available. If the total fund is oversubscribed, then priority will be given to best scoring proposals received from different authorities.

In the selection process DTS will assess the quality of the bids against the following criteria and make a shortlist to recommend to Defra for the successful projects.

Scoring criteria	Weighting
Overall fit with funding objectives and reflection of good practice	30%
Delivery approach and resourcing	15%
Project longevity	20%
Social benefits	15%
Comparative value for money. Match funding excluded for evaluation,	20%

8. Successful Projects

Valpak Retail WEEE Services Ltd is appointed by DEFRA to operate the WEEE Distributor Takeback Scheme and will make the necessary payment of funds to successful applicants shortly after they have been notified and ahead of the start date for all projects.

The funding for a project will not be released until all the relevant financial information is provided to Valpak Retail WEEE Services Ltd, for them to be able to process the transfer of funds.

Successful projects will be required to report back on the outcomes of the project within three months of the project end date using a simple standard template (see End of project Evaluation Form).

If you would like to discuss your project before you submit an application or have any queries, please email dts@valpak.co.uk