

FUNDS TO SUPPORT WEEE IMPROVEMENT PROJECTS

Guidance Notes for Local Authorities

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 an alternative to in-store take-back for distributors to discharge some of their obligations under the UK WEEE Regulations to ensure arrangements for customers to recycle unwanted waste electrical and electronic equipment

The **WEEE Compliance Fee (WCF)** was established as a means for Producer Compliance Schemes (PCSs) to discharge some of their obligations on behalf of producers of electrical equipment as an alternative to directly collecting WEEE.

The operators of the DTS and the WCF have co-operated to publish a single call for proposals from Waste Disposal Authorities aimed at funding projects to increase 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. Funding will generally be passported through the WDA specified on the application. Funding will only be sent direct to an alternative project participant with the agreement of the WDA that endorsed the application.

These guidance notes provide information on the funding available and how to submit a **WEEE Improvement Project proposal**.

If you are considering submitting a WEEE Improvement Project we encourage you to take a look at the following documents:

Small WEEE Collection

<http://www.wrap.org.uk/content/increase-your-small-weee-collection-rates>

Good Practice Collection and Treatment of WEEE

<http://www.wrap.org.uk/content/weee-good-practice-collection-and-treatment-1>

2. Support Available

Approximately £775,000 is available to support WEEE Improvement Projects. Projects must be completed by 31 December 2016.

There is a maximum funding cap of £100k on collaborative project proposals involving more than one waste disposal authority. A maximum funding cap of £40k will apply to all other applications.

3. Eligibility Criteria

Waste Disposal Authorities (WDA) with at least one publicly accessible Designated Collection Facility (DCF) approved by the Department for Business Innovation and Skills 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 are permitted to submit a maximum of one application for a project covering their own area;
- WDAs can additionally submit or be a partner in an application for a collaborative project involving a minimum of two WDAs;
- WCAs are permitted to submit a maximum of one application;
- There is no limit on the number of applications from WCAs that the appropriate WDA can endorse.

Collaboration with producer compliance schemes, waste management companies, local reuse organisations 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 funding is available to **encourage reuse of whole appliances or increase the tonnage of separately collected domestic WEEE for recycling or to increase the recycling rate of collected equipment.**

The funding **is not available to support collection of WEEE from businesses**

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.
- **Be prepared for the overall project costs and benefits 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 finance from the DTS or WCF administrators by 31 December 2016. Projects that continue beyond that date must be financed from other sources.
- Produce a project evaluation report to BIS within three months of the project end date
- Be prepared to share learning and best practice experiences resulting from the project (eg via press release, web based media or Local Authority networking)

Projects should **not**:

- Involve activities which are eligible for other funding from DTS Phase 3, namely: the upkeep and maintenance of DCF sites, new or replacement DCF sites and the addition of new WEEE streams to existing DCF sites.
- Be used to cover normal operational costs of collecting domestic WEEE at local authority operated DCFs.
- Include commercial or industrial WEEE.

Applications for funding may be for 'one off' events (eg a "WEEE bring" day) and such projects do not necessarily have to be ongoing beyond the date that the event would take place.

5. Key Dates

Bids must be submitted using the **WEEE Improvement Projects Application Form** by email by 30 October 2015

Timetable

Open call for proposals	7 September 2015
Application submission deadline	30 October 2015
Winning Bid Selection by	30 November 2015

Distribution of Funds by	31 January 2016
Funds must be spent by	31 December 2016
Report back on results	within 3 months of project ending

6. How to apply

The completed 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.

Applications should be submitted to:

Email weee@bis.gsi.gov.uk or by post to Douglas Bush, WEEE Team, Department for Business Innovation and Skills, 1 Victoria Street, London SW1H 0ET

For further information contact Douglas Bush, WEEE Team, BIS on 020 7215 1802 or email weee@bis.gsi.gov.uk.

7. Assessment of applications

All applications will be assessed by a panel made up of representatives from the following organisations: WRAP, British Retail Consortium (BRC), Joint Trade Associations (JTA) and the local authority community. The panel will be chaired by the Department for Business Innovation and Skills.

Only information submitted on the application will be considered.

Taking into account the scope and cost of the project the following judgement criteria will be used by the panel to assess applications using a scorecard system which will include the following elements:

- a) Environmental benefits:
 - Projected increase in separately collected WEEE
 - Projected diversion from recycling to re-use
 - Projected increased recycling/re-use rate of collected equipment
- b) Social Benefits e.g. re-training and educational benefits, impact on low income householders, Community or third sector involvement

- c) Sustainability of key outcomes beyond period of funding
- d) Extent to which the project fosters cooperation and where appropriate contributions from partner organisations such as PCSs, waste management contractors and third sector
- e) Amount of innovation behind the proposal. Examples could be incentives to use the service or 'piggybacking' on other projects to reduce costs.
- f) A clear project outline, that includes a schedule of work with key milestones, named persons responsible for delivery of key milestones, details of resources allocated, communications strategy, risk management and contingencies
- g) Value for money based on the above factors

The panel may exercise their discretion when awarding the amount of funding given to projects in order to direct the funds in the most effective way possible. The panel reserves the right not to commit the entire funds available if there are insufficient projects that are judged to be of sufficient quality to merit release of funds. Where justified by the applications, due account will also be given to ensuring successful projects are spread across English regions and the Devolved Administrations.

8. Successful Projects

Valpak Retail WEEE Services Ltd is appointed to administer the WEEE Distributor Takeback Scheme.

Mazars LLP is appointed to administer the WEEE Compliance Fee.

Successful applicants will receive payment of funds from one of these organisations.

Payments will be made in full ahead of the start date for all projects under £40,000. Any projects awarded larger sums will receive 90% ahead of the start date and the balance on submission of the final report.

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. Successful applicants will receive a copy of the template and details of reporting arrangements.

BIS will inform unsuccessful applicants and provide feedback.

If you would like to discuss your project before you submit an application or have any queries please email weee@bis.gsi.gov.uk.