

For administration use:	Application No:

# WEEE Local Project Fund Application Form

- Please read the **WEEE Local Project Fund Guidance Notes** and the relevant chosen **DTS Project Specification Template** for guidance on completing this form.
- Please complete all relevant sections and submit application by Monday 30<sup>th</sup> September 2019 to [dts@valpak.co.uk](mailto:dts@valpak.co.uk)
- Late and/or incomplete submissions will not be accepted.
- If you have any queries or need further assistance, please email [dts@valpak.co.uk](mailto:dts@valpak.co.uk)
- No information will be considered beyond that contained in the application form

## 1. About the applicants

1.1. Please provide the contact details for the lead local authority, the contact for this application and the main day to day contact for the project (if different):

<b>Lead local authority name:</b>	
Address:	
Main telephone no.	
Authority type (WDA, WCA, Unitary)	

<b>Primary contact name for application</b>	
Position:	
Direct line telephone no.	
Email	
<b>Secondary contact name for application</b>	
Position	
Direct line telephone no.	
Email	

1.2 Please provide details of the Waste Disposal Authority endorsing the application and through which funds will be provided by the DTS or compliance fee operator if successful.

<b>Waste Disposal Authority (if different from lead local authority) :</b>	
Address	
Main telephone no.	

<b>Primary contact for name application (WDA)</b>	
Position	
Direct line telephone no.	
Email	
<b>Secondary contact name for application (WDA)</b>	
Position	
Direct line telephone no.	

1.3 Please provide a list of the partner organisations involved in this bid and their role in the project (increase number of rows if more than 3 partners)

<b>Organisation name</b>	<b>Type of organisation</b>	<b>Role</b>

## 2. Project Outline

<p>Please give a description of;</p> <ul style="list-style-type: none"> <li>i) how you will deliver this project in your area</li> <li>ii) how this project complements existing services and links to other activities related to WEEE and wider recycling in the area</li> <li>iii) how you will publicise the project work; before, during and after the activities,</li> <li>iv) Response to project specific measures – see ‘Detail to include in DTS funding application’</li> <li>v) any deviation from the standard template guidance</li> </ul>	
<p>Project category (delete as appropriate)</p>	<p>WEEE collection points  WEEE repair, reuse and recycling events  HWRC WEEE activities  Other WEEE projects (please provide name for the project)  .....</p>
<p>Last 12 months (or most recent data available) total tonnage of WEEE reused and recycled expressed by kg per head of population</p>	<p>12 months reuse kg per head:  12 months recycling kg per head:</p>
<p>Which WEEE streams are targeted by the project? (Large Domestic Appliance, Small Mixed WEEE, Display, Cooling or Lamps)</p>	
<p>Please identify major risks and describe how these will be managed.  Provide detail of the project contingency measures and resources available.</p>	

### 3. Project Outcomes

<p>Please estimate the increase in WEEE as a result of project activities;</p>	<p>Uplift in tonnage recycled: Uplift in tonnage reused (including repair):</p>
<p>Please briefly describe any social benefits that the project will deliver and numbers impacted e.g.</p> <ul style="list-style-type: none"> <li>i) Number of people employed and length of employment</li> <li>ii) Number of people trained and level of qualification expected plus any other educational benefits</li> <li>iii) Number of beneficiaries from donated items and other impacts for low income households</li> <li>iv) Community and third sector involvement</li> </ul>	
<p>Please describe:</p> <ul style="list-style-type: none"> <li>i) How long the project is expected to remain in place after the funding period ends</li> <li>ii) The type and length of any legacy impacts it is likely to bring</li> </ul>	

## 4. Funding and Resources

Please provide a budget for the project. Figures should be additional to spend on existing activities.

Total Funding sought from WEEE Local Project Fund (£) – see <b>specification template for guiding how much funding might be appropriate</b>	
Breakdown of financial contributions provided by local authority and other project partners (£) <b>if applicable</b>	
Breakdown of the type and financial value (£) of any in-kind contributions (if applicable) provided by the local authority and other project partners	
Total Project Budget (£)	
Estimated breakdown of estimated project costs e.g. management/staffing, marketing, capital expenditure, PR, printing, advertising, operating costs etc.  Total Project Costs (£)	

## 5. Declaration

I declare that:

- The information given on this form and in any other documentation that supports this funding application is accurate to the best of my knowledge.
- I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of the panel) render my application invalid and any funds received by us will be liable for repayment.
- I confirm that my organisation will take all reasonable precautions to ensure that any funding received will not be misused or misappropriated in any way. In the event of a fraud, I understand that the DTS may take legal action to recover any misappropriated funds.
- I agree that in the event that the project for which funding is granted does not proceed or the funding is not fully spent on the project by 31 December 2019 the funds advanced (or unspent balance) will be used to extend the duration of the project, and DEFRA will be advised within 2 months of initial project completion.
- I agree that in the event that a report is not submitted to the DTS by 1<sup>st</sup> November 2020 any funds received will be liable for repayment.
- I agree that the information supplied on this form, including individual contact information, together with information given in the project evaluation form will be used to chart the success of the project, for DTS monitoring purposes and may be made publicly available (please indicate any confidential information supplied).

### To be signed by person completing this form

Signed:	
Print Name:	
Position:	
Local Authority Name:	
Date:	

### To be signed by Head of Service or Portfolio Holder at Lead Local Authority

Signed:	
Print Name:	
Position:	
Contact email address and phone number	
Date:	

**To be signed by Waste Disposal Authority endorsing the application and through which funds will be provided by the DTS if successful.**

Signed:	
Print Name:	
Position:	
Contact email address and phone number	
Date:	

**To be signed by all other project partners (please add pages if more declarations required):**

Signed:	
Print Name:	
Organisation & Position:	
Contact email address and phone number	
Date:	