

WEEE Local Project Fund

Guidance Notes for Local Authorities Submitting Applications

1st August 2017

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 producer compliance fee was introduced to the regulations in 2013. It provides an alternative means for producer compliance schemes to discharge their obligations by paying in to a fund where there was insufficient tonnage of WEEE collections to meet their targets or the costs of doing so were excessive.

The DTS Phase IV Fund and the 2016 Producer Compliance Fee fund have combined to make 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 August 2017 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:

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

The WEEE Local Project Fund has approximately £665,000 to allocate to projects in 2017. Projects must be completed and reported on by Q4 2018.

There is a maximum funding cap of £25,000 on project proposals involving a single waste disposal authority. Funding will be paid in advance of project start up. Larger projects may be considered where a strong justification is provided that it will lead to dramatically increased WEEE collection, re-use and/or recycling rates, or which involves collaboration between a number of waste disposal authorities. Higher awards will be paid 90% at the outset with the final 10% being released on completion of a satisfactory audit report.

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 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**
- **increase the tonnage of separately collected household WEEE for recycling, particularly small mixed WEEE 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**

The fund 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.
- **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 2018. Projects that continue beyond that date must be financed from other sources.
- Produce an audit report within 12 months of receiving funding or 3 months from completion of the project, whichever is earlier. For larger projects (above £25,000) a simple interim report will also be required to demonstrate satisfactory progress
- 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 4, 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 commercial or industrial WEEE

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 and will be given preference.

5. Key Dates

Bids must be submitted using the WEEE Local Project Fund Application Form by email by Friday 29 September 2017

Timetable

Call for proposals	1st August 2017
Application submission	29th September 2017
Winning Bid Selection	31st October 2017
Distribution of Funds	1 st November 2017 onwards
Funds must be spent by	31 December 2018
Report back on results	Within 12 months of receiving funding (1 st November 2018) or 3 months after project completion

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:

weee@defra.gsi.gov.uk

For further information please contact Rima Hussain, Waste and Recycling Team (DEFRA) on 0345 933 5577 or email weee@defra.gsi.gov.uk

7. Assessment of applications

All applications will be assessed by a panel made up of the following: WRAP, British Retail Consortium, Tech UK, representative of the Devolved Administrations and a local authority representative body and chaired by the Department for Environment, Food and Rural Affairs (DEFRA).

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) Projected reduction of the occurrence of fly tipping of WEEE 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, for example ability to be easily replicated or further developed
- 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) Feasibility of project outline and resources, 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. 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 by DEFRA to operate the WEEE Distributor Takeback Scheme and Grant Thornton UK is the appointed operator of the 2016 compliance fee. One or other of these bodies will make the necessary payment of funds to successful applicants.

Payments will be made in full ahead of the start date for all projects under £25,000. Any projects receiving 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.

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