

**Waste Prevention Community Fund
Clarifications to questions received
07/06/2017**

Question 1. Would electrical repair events aimed at preventing WEEE be eligible for the Waste Prevention Community Fund?

NLWA response: Yes, electrical repair events aimed at preventing WEEE are eligible for funding under the Waste Prevention Community Fund.

Question 2. Would you be able to provide material that NLWA has in stock (e.g. leaflets or measuring tools)

NLWA response: We are able to provide electronic versions of printed material (free of charge) for applicants to print locally. We will not be able to provide hard copies or tools. Organisations should include any costs associated with either printing or buying tools in their application form.

Question 3. If a project value is £2,000 and we only want to apply for £950 funding, which category do we fall into?

NLWA response: This project would fall into the 'small projects' category, funding for up to £1,000. Please note that funding can be used to match fund already received or committed support from other funders and NLWA must receive confirmation of any co-funding arrangements prior to releasing any money to support such projects. (See paragraph 4.3.3 of the Fund Guidance Document)

Question 4. Would you be able to provide us with details of suppliers that you used in the past for promotional materials?

NLWA response: We are unable to provide details of NLWA suppliers for promotional materials. However, NLWA publishes the details of supplier contracts over £5,000 in value on its corporate website as required by the local government transparency code 2015. Contracts for Waste Prevention can be viewed on the [transparency and supplier payments page](#).

Question 5. Are staff costs eligible for funding?

NLWA response: Yes. But the amount of funding requested should only correspond to the amount of time spent on the project and not any other activities carried out by the organisation. Details of the staff time spent on the project should be provided in the final report.

Question 6. Can I apply as an individual?

NLWA response: No

Question 7. Should organisations that apply for funding be based in north London?

NLWA response: No, but projects for which funding is requested must take place in north London.

Question 8. What do you mean by 'spend profile' of the project?

NLWA response: By 'spend profile' we mean budget breakdown.

Question 9. What level of detail do you require in the budget breakdown?

NLWA response: A headline budget is sufficient and we do not require a working budget.

Question 10. If a project cannot be rolled out across all seven north London boroughs, is there a preference as to where it should take place?

NLWA response: No, applicants should specify the area they want the funded project to take place.

Question 11. Is there a preference for the type of the monitoring and evaluation regime that we employ?

NLWA response: No. However, the monitoring and evaluation regime that NLWA uses can be found in Section 6 of [North London Waste Prevention Plan 2016-18.](#), pages 37-39.

Question 12. Will you be uploading the slides of the presentation delivered at the workshop on 31 May on the website?

NLWA response: Yes. The presentation is available at <http://www.wiseuptowaste.org.uk/docs/waste-prevention/waste-prevention-community-fund-application-workshop-presentation.pdf?sfvrsn=0>.

Question 13. Is there a preference either for projects which spread impact across a wider area or for projects that work intensively in a smaller area?

NLWA response: There is no preference, but applicants should consider the evaluation criteria when preparing their application.

Question 14. Are you going to continue with the Fund next year or increase the amount of funding available?

NLWA response: The continuation of the Fund will depend on the evaluation of the current scheme which has been approved on a trial basis as well as the priorities of next year's waste prevention work programme. Proposals should not be submitted on the basis of ongoing funding. Any fund to be set up by NLWA shall be at the discretion of NLWA, will be independent of this Fund and subject to separate terms and conditions.

Question 15. Where should we send our applications?

NLWA response: All applications should be sent electronically to wastepreventioteam@nlwa.gov.uk and NLWA will acknowledge receipt within two working days after the applications being received.

Question 16. How do you see the projects continuing after the funding period?

NLWA response: We will evaluate the demonstration and commitment to the project at the end of the funding period. Commitment can be demonstrated in a number of ways, including but not limited to, production of a guide for other users to deliver the same type of project as the one that NLWA funded, commitment from other groups to take on the project in a similar format and groups inclusion of the funded activity into a group's usual scheme of work.

Question 17. Do you consider funding projects that promote recycling?

NLWA response: No. The Fund is available only for waste prevention activities. For more information on waste prevention in north London please see [North London Waste Prevention Plan 2016-18](#).

Question 18. Section 2 of the application form asks applicants to tick the statements that apply to the projects they propose. Does it matter how many boxes are ticked?

NLWA response: No. It doesn't matter how many boxes are ticked and this section is not evaluated, but it is for the purpose of us getting a better understanding of the projects.

Question 19. What level of detail do you require in describing our evaluation regime?

NLWA response: The level of detail should be proportionate to the amount of funding requested and NLWA reserves the right to seek clarification on applications. However, NLWA also reserves the right to disqualify vague and ambiguous applications.

Question 20. What happens if targets stated in the application are missed?

NLWA response: Applicants should be as realistic as possible about what the project can deliver and bear in mind that if the organisation does not comply with the terms of the Funding Agreement at any stage, NLWA reserves the right to terminate the Funding Agreement and recover the funds paid in advance.