**Recycle for Greater Manchester Community Fund (2022 – 2023) Application Form**

This document is intended to allow you to work on your application offline, allowing you to save, edit and review your application before you are ready to submit.

Once you are ready, please copy and paste your answers into the online web form (which will be live from 1st April) on the Greater Manchester Environment Fund’s website: [www.gmenvfund@lancswt.org.uk](http://www.gmenvfund@lancswt.org.uk), alongside this you will also need to upload the following supporting documents:

* A recent bank statement – dated within the last three months
* Financial accounts for the previous financial year
* Your constitution – if applicable
* Your project milestones – template provided
* Your project budget – template provided
* An image to represent your project.

We advise you to have these available to hand when it comes to completing our online form.

If you run into any issues during the application process, please email: [gmenvfund@lancswt.org.uk](mailto:gmenvfund@lancswt.org.uk)

The deadline for submitting your answers to our online web form is **23:59 on 31st May 2022**.

Please complete all sections in the form and keep to the stated word limit. Please refer to the accompanying Guidance Notes for details of what information is required in each section of the application form.

**SECTION 1: YOUR DETAILS**

1.1 Main contact full name:

1.2 Main contact email address:

1.3 Main contact telephone/mobile number:

1.4 Secondary contact full name:

1.5 Secondary contact email address:

1.6 Secondary contact telephone/mobile number:

**SECTION 2: YOUR ORGANISATIONAL DETAILS**

2.1 Name of your organisation:

2.2 Your organisation’s address:

2.3 Your organisation’s postcode:

2.4 Your organisation’s website’s URL (if applicable):

2.5 Your organisation’s Twitter handle (if applicable):

2.6 Your organisation’s Facebook handle (if applicable):

2.7 Your organisation’s Instagram handle (if applicable):

2.8 Your organisation’s Registration Number (if applicable):

2.9 What type of organisation are you? (please tick appropriate box):

* Registered Charity □
* Company Limited by Guarantee □
* Community Interest Company □
* School/Academy □
* Non-registered Community or Voluntary Group (we will ask for your constitution) □

2.10 Please upload a recent Bank Statement dated within the last three months:

2.11 Please upload financial accounts for your previous financial year:

2.12 Please upload your constitution if you are an unregistered charity/ community group:

2.13 We will expect you to have the relevant insurances and policies in place including a Safeguarding Policy. Please tick this box to show you understand: □

2.14 Bank Name:

2.15 Bank Address:

2.16 Bank Account Name:

2.17 Sort Code:

2.18 Account Number:

**SECTION 3: YOUR PROJECT DETAILS**

3.1 Your project title:

3.2 Please upload a representative image of your project:

3.3 What is your projects mission statement (50 words max):

3.4 Project duration:

3.5 Proposed project start date:

3.6 Project end date:

**SECTION 4: WHICH PRIORITY WASTE MATERIALS ARE YOU TARGETING?**

4.1 Please state which grant you are applying for (please tick the appropriate box):

* Small grant up to £10,000 □
* Innovation grant up to £20,000 □

4.2 GMCA District covered by this project (please tick all that apply):

* Bolton □
* Bury □
* Manchester □
* Oldham □
* Rochdale □
* Salford □
* Stockport □
* Tameside □
* Trafford □
* Greater Manchester wide □

4.3 Which waste stream/s (if any) will your project target through REUSING (tick all that apply):

* Food waste □
* Paper and card □
* Glass, cans, plastics □
* Textiles □
* Furniture □
* WEEE □
* Other items i.e. bicycles, prams etc. □

4.4 For each type of waste stream you have selected above, please provide an estimate of the amount of material that is being prevented through REUSING in kg, the calculation you used to estimate this, and how you will measure the quantity of waste material that is being prevented. Supporting calculations and information can be found in the guidance notes.

4.5 Which waste stream/s (if any) will your project target through RECYCLING (tick all that apply):

* Food waste □
* Paper and card □
* Glass, cans, plastics □
* Textiles □
* Furniture □
* WEEE □
* Other items i.e. bicycles, prams etc. □

4.6 For each type of waste stream you have selected above, please provide an estimate of the amount of material that is being prevented through RECYCLING in kg, the calculation you used to estimate this, and how you will measure the quantity of waste material that is being prevented. Supporting calculations and information can be found in the guidance notes.

4.7 Which waste stream/s (if any) will your project target through WASTE PREVENTION (tick all that apply):

* Food waste □
* Paper and card □
* Glass, cans, plastics □
* Textiles □
* Furniture □
* WEEE □
* Other items i.e. bicycles, prams etc. □

4.8 For each type of waste stream you have selected above, please provide an estimate of the amount of material that is being prevented through WASTE PREVENTION in kg, the calculation you used to estimate this, and how you will measure the quantity of waste material that is being prevented. Supporting calculations and information can be found in the guidance notes.

4.9 Which waste stream/s (if any) will your project target through REDUCING CONTAMINATION (tick all that apply):

* Food waste □
* Paper and card □
* Glass, cans, plastics □
* Textiles □
* Furniture □
* WEEE □
* Other items i.e. bicycles, prams etc. □

4.10 For each type of waste stream you have selected above, please provide an estimate of the amount of material that is being prevented through REDUCING CONTAMINATION in kg, the calculation you used to estimate this, and how you will measure the quantity of waste material that is being prevented. Supporting calculations and information can be found in the guidance notes.

**SECTION 5: YOUR PROJECT ACTIVITIES AND EVALUATING IMPACT**

5.1 Your project activities overview (250 words max):

5.2 Briefly outline what EDUCATION activities (if any) you plan to deliver through your project, how you will measure this impact, your project outputs, and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

5.3 Briefly outline what COMMUNITY ENGAGEMENT activities (if any) you plan to deliver through your project, how you will measure this impact, your project outputs and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

5.4 Briefly outline what VOLUNTEERING activities (if any) you plan to deliver through your project, how you will measure this impact, your project outputs and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

5.5 Briefly outline what TRAINING OR EMPLOYMENT OPPORTUNITIES (if any) you plan to deliver through your project, how you will measure this impact, your project outputs and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

5.6 Briefly outline what ADDITIONAL ENVIRONMENTAL IMPACTS (if any) you plan to deliver through your project, how you will measure this impact, your project outputs and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

5.7 Briefly outline what SOCIAL VALUE BENEFITS (if any) you plan to deliver through your project, how you will measure this impact, your project outputs and any relevant calculations to demonstrate how you have estimated your project outputs (100 words max):

**SECTION 6: YOUR PROJECT SUSTAINABILITY, RISKS, AND, MILESTONES**

6.1 How you have planned to ensure your project continues to do good work after the Community Fund money has been used. You should also explain what support your project may need in order for it to continue including further funding (250 words max):

6.2 Do you envisage any risks or delays to this project (50 words max):

6.3 Please upload an excel spreadsheet of your project milestones using the template provided:

**SECTION 7: YOUR BUDGETS AND COSTS**

7.1 Are you looking for additional funds for an existing project (Y/N):

7.2 Have you already secured funding for your proposed project? If yes, please provide details within your project budget (Y/N):

7.3 Please upload an excel spreadsheet of your project budget using the template provided:

**ACKNOWLEDGING YOUR FUNDING**

As part of the grant, you must acknowledge your funding through press releases, social media posts, case studies, and by displaying our partnership logo, providing supporting evidence of this at each quarter. We will provide support and guidance to help you do this.

The Recycle for Greater Manchester Community Fundaims to promote positive behaviour change in individuals and families across Greater Manchester to reduce waste materials. There will therefore be a requirement for all projects to actively participate in promotional campaigns led by Recycle for Greater Manchester, SUEZ, or the Greater Manchester Environment Fund, in addition to promoting the project via your own social media channels.

Providing us with images of your project is an important condition of your grant award.

It is your responsibility to ensure that the correct consents are obtained and that we are granted permission to make use of the images you provide. Please ensure that you keep a record of the consents and that this information is stored securely and in line with GDPR compliance.

Please tick this box to confirm you understand the above: □

**FEEDBACK**

Where did you hear about this funding (tick all that apply):

* Facebook □
* Twitter □
* Instagram □
* The Recycle for Greater Manchester website □
* The Greater Manchester Environment Fund website □
* Email □
* Word of mouth □
* Poster □
* Other (please specify) □

Please provide any feedbackregarding this Application Form, Guidance Notes, and also any ideas you have for improving the grant programme:

**DECLARATION**

By ticking this box, you confirm that all the details supplied are accurate and correct and that you are authorised to submit this application on behalf of your organisation: □