

Renew Community Fund (2025 – 2026)

Guidance Notes

Please read the following guidance carefully before submitting your application as there are a number of important changes since the previous round of funding.

WHERE TO APPLY

All applications should be made on the GMEF site here:

<https://greatermanchesterenvironmentfund.flexigrant.com/>

GETTING YOUR APPLICATION READY

Please read this guidance carefully before working on your application, it will help you to prepare your answers.

We will also be hosting three online workshops to offer further guidance and answer any specific questions. Please see this website for dates:

<https://recycleforgreatermanchester.com/community-fund/>

The round opens for applications at: **noon on Tuesday 22nd April.**

The deadline to submit is: **noon on Friday 30th May.**

You will be sent an automatic email confirmation of your submitted application.

DOCUMENTS YOU WILL NEED

To complete this application form, you will need to upload the following supporting documents:

- A recent bank statement dated to within the last three months. The bank statement must show the Organisation name, address, bank account number and sort code and date. If you are using accountable body to hold the awarded funds, it will be their bank statement that will be required.
- Your governing document, such as a memorandum of understanding or a constitution. A constitution is a written document that sets out how an organisation or group works. If your accountable body is assisting with your funds, please upload their constitution/governing document here.
- You can find an example of a constitution [here](#).
- An image to represent your project. This will be used on the Recycle for Greater Manchester (R4GM) website to promote your project if you are awarded. **It is your responsibility to make sure that you have all consents in place before**

submitting any images containing people. If you don't have an image yet, it can be provided to us at a later time.

Please note – if your project is awarded, this image will be posted on the GMEF and Recycle for Greater Manchester websites.

We advise you to have these documents available to hand when you start completing your application form online.

If you run into any issues during the application process, please email: gmenvfund@gmef.org.uk

WHAT KINDS OF PROJECTS WE WILL FUND

The £220,000 Renew Community Fund has been set up using money raised from sales of pre-loved items from the Renew Shops. Renew is a joint initiative between Recycle for Greater Manchester (R4GM) and SUEZ recycling and Recovery UK.

Household items donated by the public at their local tip (household waste recycling centre) are taken to the Renew Hub where they are repaired and upcycled and then sold at affordable prices.

We are making this fund available for projects mainly focussed on repairing and reusing household items so that less waste is thrown away, but we will also consider recycling projects.

To be successful in receiving funding, your project should involve one or more of the activities below

- Donating, sharing, repairing, upcycling or redistributing household items, like clothes, shoes, bikes, furniture, tools, books, school uniforms, IT equipment.
- Offering volunteers or people from your community opportunities to learn new skills in repair or upcycling.
- A measurable reduction in the amount of household waste thrown away by repairing or redistributing.
- Projects that help to change behaviour by encouraging residents to buy pre-loved or second-hand items or hire, borrow or rent items rather than buy new ones.

PLEASE NOTE: Projects must use household waste only. Business waste projects are not eligible and will not be assessed.

EXAMPLES OF SUCCESSFUL PROJECTS

Repair café: a community space where local residents can bring household items to be fixed, such as small electricals, items of clothing and furniture. [Guidance on setting up a repair café](#)

Library of things: allows residents to loan items such as DIY tools, camping equipment, hobby and craft items, baby and child accessories and more. Items are loaned on a short term basis for a small fee. [Guidance on setting up a Library of Things](#)

Bike repair: organisations can refurbish or repair bikes for resale or loan.

Baby/children's clothes and toy redistribution: collecting donations of these items and distributing them to families in need. [Guidance on setting up a baby bank.](#)

School uniform redistribution: collecting preloved/second hand uniforms from families to be made available for free or at low cost to other families who need them. [Guidance on setting up uniform swaps.](#)

Community Composting: collecting food waste from local residents to make into compost for the benefit of the wider community. [Guidance on setting up community composting.](#)

This list is not exhaustive. All waste reduction, recycling and reuse projects will be considered.

Waste reduction: activity that avoids waste being created in the first place.

Recycling: converting waste materials into new materials and objects.

Reuse: using something again either for its original purpose or as something different.

HOW MUCH FUNDING IS AVAILABLE

There are two grants available:

- Small grants: £2,000 up to £10,000. A total of £180,000 is available.
- Large grants: £10,001 up to £20,000. A total of £40,000 is available.

You can apply for either category of funding. All projects will be judged on merit, however, keep in mind that there is more funding available in the smaller grant category than the larger grant category and that we receive more applications than we can fund.

PLEASE NOTE: Projects must run for 12 months.

The **Renew Community Fund**, a joint initiative between R4GM and SUEZ is independently run and administered by the Greater Manchester Environment Fund (GMEF). Projects are assessed against the eligibility criteria by GMEF as the administering body.

WHO IS ELIGIBLE FOR FUNDING

Applications are welcome from organisations which are a:

- Registered Charity (charity number must be provided)

- Not-for-profit organisation (defined as a registered legal entity that does not make a private profit for directors, members, or shareholders)
- Non-Registered Community or Voluntary Group – with a governing document and a group bank account
- Faith group delivering community work.
- School, College or University

DATA COLLECTION AND EVALUATION

Please record during the lifetime of your project:

1. Number of items repaired, upcycled, donated, refurbished, borrowed, composted etc. This helps us to understand how your project has reduced the amount of waste which would have been thrown away.
2. Number of people that have been engaged in your project. This is the number of people who have taken part in your project activity in-person.
3. Number of volunteers who have worked on your project
4. Number of people who have attended a workshop or other educational activity.
5. Feedback from people who have taken part in or engaged in your project.

All of this will be collected and collated by GMEF and reported to the funding body at the end of the project to help us understand the success and reach of your project

The **Renew Community Fund** aims to promote positive behaviour change in individuals and families across Greater Manchester to reduce household waste and to increase recycling and reusing/ repurposing materials.

There will therefore be a requirement for all projects to actively participate in communications led by Recycle for Greater Manchester, SUEZ, or GMEF, in addition to promoting the project via your own social media channels. If awarded, you will receive further guidance on promoting your project.

You will also be offered a tour of our visitor centres at the Renew Hub and the Materials Recovery Centre to help to improve your knowledge about waste, reuse, repair and recycling in Greater Manchester.

Additional criteria:

We will not fund applications in the following circumstances:

- Applications that are not submitted on the official online application form.
- Applications that exceed the maximum word limits for each question.
- Applications requesting grants to pay for running costs.
- Projects which duplicate services that are the responsibility of a Local

- Authority managing waste e.g. recycling collections.
- Projects which deal with Commercial and Industrial waste, i.e. business or trade waste or any other waste which is not household waste.
 - Projects which financially benefit an individual/s.
 - Projects that involve activities with political affiliation and aims.
 - Projects that will be used to pay for activities occurring before we confirm funding.
 - Incomplete applications
 - Applications from projects based outside the Greater Manchester Combined Authority (GMCA) waste disposal area (the GMCA waste disposal area includes Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside and Trafford only). PLEASE NOTE: Projects based in Wigan are not eligible as Wigan has a separate waste disposal contract outside of R4GM.

THE APPLICATION PROCESS

Your project can only be considered using the information you provide in your application form. Applications are only accepted via the online portal: <https://greatermanchesterenvironmentfund.flexigrant.com/>

Please include all relevant information and calculations that will help us evaluate your project. We will not contact you if you do not provide all the required information. If you need help or support with completing the application, please email gmenvfund@gmef.org.uk.

You need to provide clear evidence to show how you will deliver your project. You must keep within the word limit for each section.

The sections below provide further guidance for how you should complete each section.

SECTION 1: YOUR DETAILS

Please provide details of the main contact responsible for running your project. Ideally this should be the same person who completes the application form.

Please provide details for a secondary contact responsible for running your project in case we cannot contact the main contact.

We will use these contact details if we need to ask you any questions about your application and to let you know the outcome of your application.

SECTION 2: YOUR ORGANISATIONAL DETAILS

2.1 Please tell us the name of your organisation.

2.2 Please provide us with your organisation's address.

2.3 Please provide us with your organisation's postcode.

2.4 Please provide us with your organisation's Registration Number if you have one, if not, leave this section blank.

2.5 Please tick the box which best describes what type of organisation you are (please only select one option). If none of the choices describe your organisation, it may mean that you aren't eligible to receive this funding. If you're not sure email us at: gmenvfund@gmef.org.uk.

2.6 Please provide us with a URL (web link) for your organisation's website if you have one, if not, leave this section blank. If your application is successful, we will link through to this on our website.

2.7 Please provide us with your organisation's Twitter/X handle if you have one, if not, leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.8 Please provide us with your organisation's Facebook handle if you have one, if not, leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.9 Please provide us with your organisation's Instagram handle if you have one, if not, leave this section blank. If your application is successful, we will use these to tag you in posts on social media.

2.10 Please tell us when your organisation was established.

If you are an unregistered group that is newly formed -i.e. less than three months old - please ask an accountable body to hold your grant award on your behalf. An accountable body is an organisation that is responsible for receiving the grant funding and ensuring it is spent in accordance with the conditions for which it was given. Organisations, such as registered housing providers, local authorities, local parish councils or private organisations can act as accountable bodies to support an application from an unregistered community group.

2.11 Please tell us what type of organisation your accountable body is (if applicable)

2.12 Please tell us the name of your accountable body (if applicable).

2.13 Please tell us the address of your accountable body (if applicable).

2.14 Please tell us the post code of your accountable body (if applicable).

2.15 Please tell us the registration number of your accountable body (if applicable).

2.16 Please upload a recent Bank Statement dated within the last three months. This **MUST** show your organisation name, sort code and account number, bank name and be dated within the last 3 months. We do not accept bank giro slips, screenshots of partial information or typed up word documents. If you are using an accountable body, please upload their bank statement here.

Please name this document in the following way: “[your organisation name]-Bank Statement”. Maximum file size: 100MB

2.17 Please upload your governing document/constitution. Please name this document in the following way: “[your organisation name]-Constitution”. Maximum file size: 100MB

2.18 Please let us know if you have the following policies and insurance in place already or if you will have them in place by the time your project starts. If you are successful, you will need to provide these documents before we issue you the award.

If you have any questions, please email us at: gmenvfund@gmef.org.uk.

SECTION 3: YOUR PROJECT DETAILS

3.1 Please provide your project title as you would like it to be known. If your application is successful, this is how we will refer to your project on our website and in any publicity, we use, so make it something memorable, short and catchy.

3.2 If you have an image that represents your project, please upload here.

Please note – if your project is awarded, this image will be posted on the GMEF and Recycle for Greater Manchester websites.

Please ensure that you have permission to share this image with a third party for the purposes of publicity and include any image credits in the file name of the image following the protocol “[your organisation name]-[credits]” for naming your image. This image can be updated as your project progresses by emailing: gmenvfund@gmef.org.uk.

If you don't have an image yet, it can be provided to us at a later time.

If a third party you are collaborating with gives you permission to use their images and materials for your project's promotional purposes, it is your responsibility to ensure you have a record of permission and consent in place.

3.3 Project Summary Statement

Please provide a summary of your project. 50 words maximum

Please give us a brief overview of your project, its main aims and objectives. We will use this summary on our website to describe your project.

PLEASE NOTE: Projects must use household waste only. Business waste projects are not eligible and will not be assessed.

Please note: The 12-month delivery period of a project will start when the first payment has been made, this is normally in September.

3.4 Does your project meet the needs of any specific ethnic or cultural groups in your community?

Greater Manchester has a diverse mix of ethnic and cultural communities so it's important that the Renew Community fund effectively supports projects from a diverse range of groups. Please tell us if you are aware of any ethnic or cultural groups that your project will be working with and how you intend to communicate and engage with them?

3.5 Does your project engage with other hard to reach groups, such as those who are socially isolated, living in areas of high deprivation or those with disabilities for example? Please tell us about this here and how you will communicate and engage with the group.

SECTION 4: TELL US WHICH GRANT YOU ARE APPLYING FOR

4.1 Please tick the box to indicate which size of grant you are applying for. Please only select one option.

4.2 Please tick the box/s to indicate which local authority area/district(s) you will work in. Please tick all that apply.

4.3 Please tell us which materials you will target with your project. Remember that we are looking for projects that encourage residents to donate, share, repair, upcycle and redistribute household items.

SECTION 5: YOUR PROJECT ACTIVITIES AND EVALUATION

5.1 Please provide an overview of your project. Please describe how it will increase the amount of household items repaired, upcycled, donated, shared and redistributed and how will it help bring the community together. *Maximum word count: 500.*

5.2 Please tell us what COMMUNITY ENGAGEMENT activities you plan to deliver through your project. Please tell us how many community members you expect to take part in your project, how you have calculated this number and how you will record participation. Please tell us who you will target in your project, for example people living within a certain neighbourhood, or a specific demographic or social group. *Maximum word count: 500.*

5.3 Please tell us what VOLUNTEERING activities you plan to deliver through your project. Tell us how many sessions/events you will run and how many volunteers you want to engage in these, the number of volunteer hours needed, what kinds of activities the volunteers will be carrying out and how you will record this. *Maximum word count: 100.*

5.4 Please tell us what TRAINING or EDUCATIONAL activities (if any) you plan to deliver through your project, e.g. repair workshops, /food and hygiene training/customer service training, and how you will measure this. *Maximum word count: 100.*

5.5 Please tell us what EMPLOYMENT OPPORTUNITIES (if any) you plan to deliver through your project, i.e. paid roles during the project and/or available jobs at the end of the project and how you will demonstrate this. *Maximum word count: 100.*

5.6 **Beyond the main scope of the project**, please tell us what extra ENVIRONMENTAL IMPACTS (if any) you plan to deliver through your project. Consider how you will deliver your project in an environmentally sustainable way and how you will measure this. For example, participants car sharing or using bicycles to attend workshops, catering using reusable cups and plates. **This section should not repeat information given in your project activities summary.** *Maximum word count: 150.*

5.7 Please tell us how you will MEASURE THE SUCCESS of your project. Tell us how you identified the need for the project, and how you will measure the changes experienced by participants resulting from your activity. These changes could be intended, unintended, positive and negative. *Maximum word count: 500.*

We recommend using a measurement tool such as: ONS 4 Personal wellbeing, focus groups, interviews, storytelling & performance, short polls etc.

SECTION 6: YOUR PROJECT SUSTAINABILITY, RISKS, AND ACTIVITIES

6.1 Please provide an outline of how you plan to ensure that 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. *Maximum word count: 250 words.*

6.2 Please provide a brief outline of any risks or delays you envisage for your project and what plans you will put in place to minimize these. These can include things such as: potential risks with obtaining enough staff and/or volunteers to carry out the project, sourcing the correct tools and/or equipment for the proposed works and overall project feasibility *Maximum word count: 300 words.*

6.3 Please tell what you plan to do and when this will happen over the course of the project. Please only fill in the sections relevant to your project.

SECTION 7: YOUR BUDGET AND COSTS

7.1 Please let us know if you are looking for additional funds for an existing project. This is a Yes or No option, please only select one option.

7.2 Please let us know if you have already secured funding for your proposed project. This is a Yes or No option, please only select one option. If you select Yes, please provide details of this within the project budget section of the application

7.3 Please tell us how much your project will cost in total.

7.4 Please tell us how much funding you are applying for from the Community Fund.

7.5 Please complete the project budget. 100MB.

You will need to itemise and give a description of all the costs associated with your whole project, detailing how you will be using the Community Funding if your application is successful.

You should include all items such as

- Costs used for activities
- Hire fees or buying equipment
- Staff wages
- Travel and refreshments and other expenses
- Volunteer expenses
- Contribution to rent or hire of premises
- Contribution towards utilities
- Any other items needed to complete your project

ACKNOWLEDGING YOUR FUNDING

8.1 By ticking this box, you are agreeing to acknowledge your funding (upon your successful application) following the guidance we provide and actively participate in promotional campaigns led by Recycle for Greater Manchester, SUEZ, or the Greater Manchester Environment Fund.

This is a requirement to meet the eligibility criteria, and your application will not be considered if you do not agree to acknowledge your funding. Please direct any specific questions you may have on this to: gmenvfund@gmef.org.uk.

FEEDBACK

8.2 Please tick the box/s to indicate how you heard about this new funding. Tick all that apply.

8.4 Please provide any feedback regarding the Application Form, these Guidance Notes, and also any ideas you have for improving the grant programme. Your honesty and input is greatly appreciated.

DECLARATION

8.5 By ticking the declaration 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. This is a requirement in order to meet the eligibility criteria and your application will not be considered if you do not tick this box.

8.6 Your name and role title within your organisation.

HOW WE EVALUATE APPLICATIONS

Applications will be evaluated by the Recycle for Greater Manchester Community Fund award panel on seven criteria and on the consideration of your project budget.

A weighting is applied to each criterion to allow an overall value out of 120 to be identified for each application. The highest scoring projects will be awarded funding.

The criteria and weightings which the Community Fund will use are listed in the table below.

	Evaluation Criteria	Weighting
5.1	Project activities overview : 500 words (maximum).	20
5.2	Community Engagement activities : 500 words (maximum).	20
5.3	Volunteering opportunities	10
5.4	Training or educational opportunities	10
5.5	Employment opportunities	5
5.6	Additional environmental impacts	5
5.7	Measuring success: 500 words (maximum).	20
6.1	Project sustainability	10
6.2 and 6.3	Project risks and milestones	10
7	Project costs and budget	10
	Total	120

SUBMITTING YOUR APPLICATION

- The Renew Community Fund 2025 - 2026 will be open for submission of applications from:
Noon on Tuesday 22nd April 2025 until noon on Friday 30th May 2025.

You must complete all required parts of the application form. You will be able to download a completed version of your application off the portal once it has been submitted

APPLICATION TIMETABLE *please note; these dates may be subject to change.

Noon on Tuesday the 22nd April 2025 - Applications open

Noon on Friday the 30th May 2025 - Applications close

August 2025 – applicants will be notified on the outcome of their application.

September 2025 - Grants provided and projects commence.

FREQUENTLY ASKED QUESTIONS (FAQs)

Who is Greater Manchester Combined Authority?

Greater Manchester Combined Authority is a statutory Authority that is responsible for the disposal of household waste in Greater Manchester (except Wigan). For more information about Greater Manchester Combined Authorities waste management responsibilities visit:

<https://www.greatermanchester-ca.gov.uk/what-we-do/waste-resources/>

Who is SUEZ?

SUEZ Recycling and Recovery UK are contracted by the Greater Manchester Combined Authority to manage the network of waste treatment and reception facilities across Greater Manchester. SUEZ receives around 1.1 million tonnes per annum of waste generated by households and collected at the kerbside and waste received at the Household Waste Recycling Centres. For more information about SUEZ please visit: www.suez.co.uk

Who are Recycle for Greater Manchester)?

Recycle for Greater Manchester (R4GM) is the public-facing brand of the Greater Manchester Combined Authority waste and resources team.

R4GM work with local councils in Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, and Trafford, to inspire and encourage the residents of Greater Manchester to manage their waste responsibly, helping residents to see the value of waste and the real benefits that can be achieved by wasting less and recycling right.

For more information visit: www.recycleforgreatermanchester.com

What is Greater Manchester Environmental Fund?

The Greater Manchester Environment Fund is a pioneering fund, created to bring together communities and funding bodies keen to channel their resources into addressing environmental problems. The Greater Manchester Environment Fund is the UK's first regional environmental impact fund and it will benefit the region socially, environmentally, and financially. It will be a central funding source for projects that work within strategic plans to help Greater Manchester realise its environmental ambitions in the long term.

For more information visit: www.gmenvfund.org.uk

Why is Wigan not included in the Renew Community Fund?

Wigan Borough Council is a unitary authority meaning that it is responsible for collection and disposal arrangements in its own area. Wigan is not part of the Greater Manchester Combined Authority waste disposal arrangements.

What geographical area does the Renew Community Fund cover?

The Renew Community Fund covers Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, and Trafford.

Can you apply if any of the organisations involved in the application are based outside the Greater Manchester Combined Authority waste disposal area?

No.

Can an organisation submit more than one project application?

Yes, but each project application will be evaluated independently on its own merits and subject to the same evaluation criteria.

Only one application per organisation can be funded.

Can I apply for a project which covers commercial and industrial or construction and demolition waste?

No. We cannot fund projects focused on business or trade waste, commercial and industrial waste, or construction and demolition waste. All applications must address household waste only. Household waste includes waste collected from schools.

Can I apply for a project that delivers wider environmental and social benefits?

Yes, if the focus is on reuse, repair, donating, sharing, borrowing household items, or other recycling or waste reduction activity involving household waste.

What will happen if I forget or don't complete all the application form?

Your application will be rejected.

What will happen if I fail to include any of the essential information required?

Your application will be rejected.

Can we apply for funding of a project that has been awarded by R4GM in previous rounds?

Yes, if you have previously received funding from R4GM in previous rounds, you can still apply for funding from the Renew Community Fund.

Your application can be for the same project; however, it will need to be for a new aspect of delivery and we will need to hear how your project has advanced since your grant was awarded. Please give details of this in your answer to Question 5.1, which asks about your project overview.

Can I apply after the deadline?

No. Applications will not be accepted after the closing date and time.

Can you apply for a project which extends across more than one financial year?

Yes, an applicant can plan to continue the project beyond the current financial year. However, projects will only receive an award on an annual basis so eligible organisations would need to apply for funding in each additional year that the Fund exists. The application would need to meet any revised or reaffirmed evaluation criteria established and would be in competition with other projects submitted for each year.

Who decides which projects are funded?

The awarding panel is made up of representatives from Greater Manchester Combined Authority, SUEZ, The Wildlife Trust for Lancashire, Manchester and North Merseyside and the Greater Manchester Environment Fund.

Can you appeal against a decision not to award funding?

No, the decision of the awarding panel on the award and amount of grant is final.

What will happen if a project is not completed or fails to meet the agreed outputs in the application?

An agreement letter will be issued to winners of the fund which will state the timeline for how the grant will be released.

50% - on initial award

40% - 6 months into the project delivery, on receipt of claim documentation including evidence of spend.

10% - this is paid in arrears of the project being completed and therefore the group are required to cover this cost during the project delivery. It will be released after receipt of final claim documentation and evidence of spend.

The agreement will be based on committed outputs within the applications and establishes a mechanism to allow GMEF to seek recompense should the applicant be unable to meet the project outputs.

PRIVACY POLICY

For more information about how we use your data please [click here](#), and if you have any questions, please email gmenvfund@gmef.org.uk.