

Electricals Recycling Fund Projects Application Form



This pdf version of the application form is for you to plan your answers. Please do not use this to submit your application. To apply, please complete the online form on the Electricals Recycling Fund webpage

1. Your organisation

1 - Organisation name *

2 - Contact name *

3 - Organisation address *

4 - Applicant lead phone number *

5 - Applicant lead email *

6 - Website and social media account links *

7. Registered charity/company number *

8. Your organisation's annual income * £

9. Name and titles of Responsible Director(s) *

10. Type of project? *

- Grow/develop existing household collection services for small household electricals
- Innovate/test new approaches to collect electricals for reuse and recycling

Please select the type of project you are applying for. Please tick only one option. If you wish to apply for funding for multiple projects you will need to file separate applications

Electricals Recycling Fund Projects Application Form



11. Organisation Mission *

Please outline your organisation's mission/purpose and major milestones to-date

12. Current collection activities *

Please outline your organisation's current electricals collection, reuse and/or recycling activities :

Electricals Recycling Fund Projects Application Form



13. Project outline *

If the funding is being used to develop an existing project, please clearly describe how the funding will be used to develop the project and the difference it will make.

For an overview of the kinds of projects we're looking to fund, see the Applicant's Guide document for details.

14. Number of households *

Please outline the number of households the service will be offered to.

Available funding for the Growth/Household Collection projects is capped at £0.50 per household that will receive the collection service, up to a maximum of £100,000 per applicant. Please provide proof of this in this section.

15. Operational launch date * (When you plan for your service to be running)

16. Comms launch date * (When you plan to start your communications promoting the service)

17. Project duration *

For kerbside or bring bank projects we would expect the project to run for a minimum of a year. This includes providing monthly reporting on data to show impact for the duration of the project.

Electricals Recycling Fund Projects Application Form



18. Is this a new or existing project? *

19. Project overview *

Please add a short (100 word) overview of your project

20. Service offered *

Detail the service to be offered (including how it will work for users) and the resources required to deliver the project (including external resources outside of your organisation e.g. from any project partners). Please also note the request for a project timeline in the form of a Gantt chart, later on

21. Collaborators *

Are you intending to collaborate with any other organisations to ensure the project is a success? e.g. project partners, waste contractors

How will you work with them?

Electricals Recycling Fund Projects Application Form



22. How does the project support the aims of Material Focus? *

How will this project support the aims of Material Focus and support the longevity of your electricals collection activities in future?

23. Funding amount *

How much funding are you applying for?

Please note that funding provided to public bodies (such as local authorities) and charities is not subject to VAT. If you are a private company please allow for VAT within your application. Please refer to the Applicant's Guide document for other restrictions and information.

24. Budget breakdown: Overheads *

Please supply a budget breakdown of all costs to be supported in the fields below.

Please also identify any in-kind funding or support being provided by your organisation or partners.

25. Budget breakdown: Equipment *

26. Budget breakdown: Travel *

27. Budget breakdown: Promotion, advertising and media *

28. Budget breakdown: Rented vehicles *

Electricals Recycling Fund Projects Application Form



29. Budget breakdown: Reporting and project management *

30. Budget breakdown: Other *

Please also show any other sources of income you may receive by carrying out the project e.g. payments due to issuance of reuse/recycling evidence, material sale etc.

31. Other funding *

Have you had any funding committed from elsewhere for this project? Yes/ No

32. Where and how much?

If so, from where and how much?

33. Target audience *

Who are you trying to target through this project? What behaviour and knowledge of theirs are you trying to change through this project?

34. Channels for promotion *

Which channels will you use to reach your audiences? E.g. Radio, media, social media, newsletter, etc.

Think about the types of assets you will use to target your audience too e.g. posters, leaflets, lorry sides, etc. See the Applicant's Guide and Brand Guidelines within the Applicant's Pack for more information

Electricals Recycling Fund Projects Application Form



35. Public spokesperson *

Who will speak on behalf of your project to the media?

36. Comms team *

Do you have your own in-house communications team for managing communication materials, and or your own PR team for drafting media releases and approaching the media?

37. In-house designer *

Do you have your own in-house designer who can make amendments to assets? (NB: must be familiar with using InDesign)

38. Producer compliance scheme *

Which Producer Compliance Scheme (PCS) will you be working with?

39. Approved Recycler (AATF) *

Which Approved Recycler (AATF) will you be working with?

40. Waste electrical evidence *

How will you ensure that the waste electricals collected will enter the UK WEEE system via an approved producer compliance scheme (PCS).
How will you ensure that evidence will be generated to help the UK meet its collection targets

Electricals Recycling Fund Projects Application Form



41. Weight of electricals *

Please forecast

- quantity of electricals, in tonnes, that will be collected as a result of the proposed project.
- number of items forecast if you are able to.
- If you are collecting for both reuse and recycling, please forecast each separately
- uplift in collections for any existing services, as a result of the additional funding.

Please show how you have calculated these figures, including all maths, assumptions, key dependencies and constraints.

See the Applicant's Guide for guidance

42. Data and reporting *

Please detail how you will measure this data in order to report it to Material Focus

See Applicant's Guide document for more detail on the kinds of data and reporting required under this funding,

43. Other project benefits

Aside from the prevention of waste, what other benefits (e.g. social, economic or environmental) will there be from this project, if any

Electricals Recycling Fund Projects Application Form



44. Project longevity *

Describe how you will ensure the project is effective, impactful and can continue after the grant is fully spent

45. Please upload your risk evaluation *

Please use the template to outline the main risks associated with this project, their likelihood and how these will be managed.

This includes any known or anticipated changes that could occur in the subsequent 5+ years that could prevent the collection service from continuing to run, such as planned infrastructure or contractor changes

Template available within the Applicant's Pack above

46. Copy of recent accounts *

Please provide a copy of your most recently inspected and audited accounts

47. Project timeline Gantt *

Please provide

- Gantt chart showing the intended project timeline, including all major project phases and milestones.
- Outline of when and how you plan to use Recycle Your Electricals communications to promote the service.

Electricals Recycling Fund Projects Application Form



A blank project timeline Gantt template, as well as example kerbside and bring bank projects, can be found within the Applicant's Pack above: Please adapt to suit your project

48. WEEE ATF/AATF permits

Please provide a copy of any applicable WEEE ATF/AATF permits for reuse/recycling

49. Other waste permits

If available, please provide a copy of any other relevant waste permits or exemptions for collecting, handling, storing or processing WEEE

50. WEEE collections data

If available, please provide a copy of any available and relevant WEEE collections data

See the Applicant's Guide document for details

51. Any other information

Is there any other application you think we should know?

- I agree to the following:
- I have read and understood the template Terms and Conditions document which will apply should I be shortlisted for funding
- I have supplied all available and requested data and information
- I agree to follow RYE brand guidelines and use the official Recycle Your Electricals/HypnoCat branding in all associated project communications