

Guide for Applicants



LAPN Funding 2020

This is an open call for applications for funding under the Local Authority Prevention Network (LAPN) for 2020. Applications should be made by completing the Application and Budget templates. These can be downloaded from localprevention.ie/category/all-news/ or Basecamp.

Completed applications should be submitted by email to Helen Bruen h.bruen@epa.ie

Applications from local authorities will be welcome up until close of business on Monday 27th July 2020.

The Network is funded from the Environment Fund, via the National Waste Prevention Programme. Grant aid will be allocated to suitable proposals in accordance with funding available and the evaluation criteria. We understand that, due to the implications of Covid-19 and the shorter timeframes involved, certain types of projects may not be feasible. However, as has always been the case with LAPN, we look forward to your innovative ideas that can be supported during these challenging times.

1. Introduction

The work of local authorities is seen as key for the promotion of resource efficiency, waste prevention and the circular economy at a local level. The EPA is committed to supporting such work through the LAPN. With the support of the Regional Waste Management Offices (RWMOs), local authorities and the Government, this is an important part of the National Waste Prevention Programme.

2. Who can apply

Grant aid awarded through the LAPN is aimed primarily at assisting local authorities in implementing activities and initiatives to promote and achieve local waste prevention, resource efficiency, and circular economy activities. The grant aid is open to all local authorities and any local authority staff or section.

Collaborative projects, i.e. between local authorities; between sections within a local authority; or with community groups; are particularly welcomed, and this is reflected in the scoring scheme.

3. Grant aid amounts

The number of applications approved for funding and the amounts awarded to each will depend on the scale of applications. In the event of the funding sought exceeding the amount available, grant aid will be awarded giving due regard to the overall score using the evaluation criteria (see Appendix).

- The amount of grant aid available is from €5,000 to €15,000 per local authority.
- Collaborative projects between local authorities are encouraged. Total project costs can be combined - for example a project involving three LAs could have a budget up to €45,000.
- In the event of an exceptional project idea, applications above the stated maximum of €15,000 may be considered.

Please note that funding cannot be guaranteed beyond the current year.

In relation to purchase of materials, LAPN grant aid is not aimed at stand-alone purchase of materials, but rather at projects where such materials are integral to project implementation.

4. Themes

Applications are invited that address waste prevention, resource efficiency, and circular economy activities, be it waste prevention including reuse of products/materials, preparation for reuse, or increased efficiency in resources, water or energy.

Projects working with communities, schools, in-house activities, festivals etc. are

supported. However, we understand that, due to the implications of Covid-19, some of these may not be possible in 2020.

There are two specific areas which would like to get your project ideas on this year:

- Supporting paint reuse activities
- Fostering a repair culture in Ireland

These are aligned to circular economy priorities that are an NWPP focus in 2020. In addition, the open element of the call is still in place. You may also wish to continue or build on the project that was grant-aided for 2019 and this is acceptable.

It's important to note that there is no requirement to come up with a new/novel idea for a project. There have been many successful initiatives over the years which you could try out in your local authority area.

If you would like some more information or to discuss your ideas please contact the Clean Technology Centre (technical support contractors for LAPN), to discuss: Colum Gibson on 087 9178808 or Eileen O'Leary on 087 2347013.

5. Grant aid percentage

Grant aid available will be subject to a maximum of 100% of eligible costs (see Section 9).

6. VAT

The amounts included in the application for funding and subsequent claims for reimbursement should be the **VAT inclusive** amount, since local authorities are not entitled to reclaim the VAT that they incur in relation to their costs.

7. How to apply

Applications should be made by completing the application template and the budget template. These can be downloaded from Basecamp (or emailed to you if needed). Sufficient detail should be provided so that the evaluators can get a good impression of what is proposed.

- **Completed applications should be submitted by email to Helen Bruen h.bruen@epa.ie**
- **Applications are welcome up until close of business on Monday 27th July 2020.**

8. How applications will be assessed

All applications will be evaluated by an evaluation team (which may comprise of staff from EPA, Clean Technology Centre, Regional Waste Management Office and DCCAE).

All proposals will be subject to scoring according to specific criteria (included in Appendix). A summary of the weighting of these criteria is as follows:

LAPN evaluation criteria

| % of marks | |
|------------|--|
| 30% | Value for money , measured by reference to: <ul style="list-style-type: none"> - The usefulness of the outputs & the tools used - Presence of publicity events and publicity materials - The building of capacity within the local authority(ies), <u>incl</u> partnerships within LAs, with other LAs, & community groups |
| 25% | Keeping to the principles of resource efficiency & waste prevention |
| 25% | Clarity of reasons for the project, clarity of description, clarity and quality of KPIs and targets |
| 10% | Impact on the audience |
| 10% | Management |

In the event of the number of applications exceeding the funding available, the grant aid will be awarded giving due regard to the overall score using the evaluation criteria.

Applicants may appeal the evaluation team’s decisions in relation to applications. Such appeals will be dealt with in the first instance by the EPA Programme Manager responsible for the National Waste Prevention Programme.

9. Costs Eligible for Grant Support

Costs eligible for support from the Local Authority Prevention Network shall be only those specified in the budget.

Costs eligible for grant support are those costs that can be uniquely and unambiguously identified with a particular prevention initiative. All eligible costs shall:

- Relate to expenditure on the LAPN initiative;
- Be wholly necessary for the initiative;
- Be incurred during the duration of the initiative as specified in the grant award agreement;
- Be recorded in the participants’ accounts and be separately identifiable and traceable;

In principle this means that the costs must be real and not estimated, budgeted or imputed. All reported costs of each participant must be determined **in accordance with the usual accounting principles of the participant**. The participant must, in

accordance with the provisions of the grant award, apply its usual definition of types of eligible costs.

10. Cost Categories

Costs may be submitted under any of the following categories:

- Consumables;
- Promotion and publicity;
- Travel & subsistence;
- External assistance and consultancy;
- Staff training relevant to LAPN; and
- Other costs.

Note: staff costs are not allowed, but anticipated man-days should be included for project planning purposes and to assist in the evaluation process.

Consumables

Any consumable necessary for the implementation of the initiative may be considered as eligible costs. Consumables usually relate to the purchase, fabrication, repair or use of any materials, goods or equipment and software which:

- Are not placed in the inventory of durable equipment of the participant;
- Are not treated as capital expenditure in accordance with the accounting conventions and policies of the participant;
- Have a short life expectancy, certainly not greater than the duration of the initiative.

Consumable or material costs must be separately identifiable and necessary for the initiative.

Promotion and Publicity

Promotion and publicity of the initiative is an important aspect of waste prevention and costs are allowed in this respect. This can include promotion and publicity materials.

Where appropriate, each participant must acknowledge the funding provided by the EPA, and include the LAPN logo in all forms of promotion of the initiative or publicity received in relation to the initiative. Required images and logos will be made available to successful participants for inclusion in all hard copy and electronic published material.

Participants should forward links and/or clippings of any media coverage related to projects funded under LAPN for further dissemination by the EPA.

Where practical, consideration should be given to favouring items sourced from environmentally responsible producers.

Travel & Subsistence

Actual travel and related subsistence costs relating to the initiative may be considered as eligible costs. Where such costs are incurred they must be reasonable, separately identifiable and limited to the actual cost and should be a specific requirement for the implementation of the funded initiative. In addition, travel and subsistence in relation to the LAPN network activities is also allowed (i.e. attendance at plenary meetings, working groups and any training events).

Where employees incur travel costs involved in the initiative and the participant on the basis of a lump sum or per diem basis reimburses such costs then it is the lump sum or per diem payment that is considered to be the eligible cost. All lump sum or per diem payments in this regard must be in keeping with the normal practices of the participant. Where individuals are reimbursed for use of their private vehicle for business travel by way of mileage then the relevant rate per kilometre, destination, number of kilometres travelled and purpose of journey must be clearly stated and the necessity for such travel demonstrated. In all cases such rates must not exceed the current civil service or other Revenue approved rates and must be in keeping with the participants' normal practices.

External Assistance and Consultancy

A key aim of the Local Authority Prevention Network is to build capacity in local authorities for the promotion of waste prevention, resource efficiency, and the circular economy. In general, participants should endeavour to ensure that they have the necessary skills within the initiative team to carry out the work to be performed as part of the proposed initiative. However, the EPA recognises that in all cases this may not be possible particularly where the resources required are specialist in nature and in this situation, it may be necessary to obtain external assistance in the form of sub-contract or consultancy arrangements for certain aspects of an initiative.

A sub-contract or consultancy arrangement is an agreement to provide services relating to tasks required for the initiative, and which cannot be carried out by the participant itself, concluded between a participant and one or more participants for the specific needs of the initiative.

As sub-contracting and consultancy arrangements invariably relate to the production of a service, it should be clear in all consulting or sub-contracting arrangements that any intellectual property arising from such work remains the property of the participant and must be at the entire disposal of the participant.

All such sub-contracts or consultancy arrangements, the costs of which are to be claimed as an eligible cost, must be awarded to the bid offering the best value for money (when comparing best price to quality ratio), under conditions of transparency and equality.

Any sub-contract or consultancy arrangement must be offered to the best bid in compliance with the national legislation of the participant. Local authorities must apply their internal rules for selection of such service providers unless it has an established framework contract for the provision of the relevant services.

Sub-contract and consultancy arrangements may relate only to a limited part of the initiative and should only be carried out by third parties. Where the services of a sub-contractor or consultant are required, as part of an application for funding, these should not constitute more than **50%** of the total budgeted expenditure.

In all cases sub-contract or consultancy arrangements must be external to the participant and not a continuous or periodic activity relating to the participant's usual operating costs. In addition, there should be a transfer of knowledge into the participant organisation.

Consultancy or sub-contract arrangements should be clearly identifiable and fees should be stated in days at the appropriate daily rate.

Staff Training

Training must be relevant to the successful implementation of the initiative. Participants must detail the nature of the training to be undertaken, both internal and external, and the benefits to be gained from this. Training costs must be separated into trainer and any consumable costs. Participants may engage external trainers to provide training to one or more persons within the organisation. In such instances the costs of the trainer are eligible costs under this cost category, once it can be demonstrated that such training will provide tangible benefits to the initiative.

Other Costs

Other costs are amounts that are wholly exclusively and necessarily incurred for the purpose of the effective completion of the initiative but cannot be categorised into any of the specific categories identified above.

11. Reporting Requirements

Reporting

Each local authority is obliged to provide the following information on completion of the initiative:

- A brief project report using the summary template supplied (Appendix 2b) no later than 15th March 2021. This should be scanned and sent to the EPA in pdf format.
- Provision of metrics (e.g. reporting matrix used for reporting on 2017 & 2018 initiatives) or providing other information/data where requested by the EPA or

their technical support contractors by phone, in-person or in writing.

The EPA will endeavour to make this as practical as possible for local authority staff and the information will be used for reporting and promotion of LAPN.

Those local authorities who receive grant aid in 2020 will be asked to share appropriate resources (e.g. photos, surveys, questionnaires, videos, advertisements etc.) from the supported initiatives with the EPA or their technical support contractors. These resources may be uploaded to www.localprevention.ie or social media to disseminate information on LAPN.

Where appropriate and relevant, a case study on each initiative undertaken as part of the programme, including a measure (quantitative and qualitative) of the effects, shall be prepared upon completion of each initiative. These may be prepared in conjunction with the programme managers and the EPA.

Financial Reporting

- Grant aid will be made in the form of one full payment.
- Each local authority is obliged to submit a cost statement, using the summary template supplied (Appendix 2a), no later than 15th March 2021. This cost statement should be signed by the participant, scanned & sent to the EPA in pdf format or equivalent. Significant deviations between expected and actual costs should be communicated to the EPA as early as possible.
- The EPA may assess the cost statements for eligible costs to ensure they are free from material errors and may request additional information or copies of backup documentation.

12. Auditing & Verification

- The EPA will conduct audits on 10% of grant recipients each year. They will be randomly selected from the full cohort of projects and will exclude those selected in the previous year.
- In the event of the discontinuation of the project and any grant payments made in advance not being fully expended, participants shall be required to either refund the money not spent to the EPA or prepare and deliver a new programme of work until remaining funds are spent, subject to written agreement with the EPA.

12. Grant Award Agreement

Successful applicants will be required to sign a Grant Award Agreement, as per example in Appendix 3.

Appendix 1: Evaluation Criteria for proposal scoring

LAPN PROPOSAL EVALUATION FORM

Proposal Title

Local authority

Waste region

Evaluation summary:

Overall score:

Project approved for funding (yes/no):

Any conditions for funding :

Amount of funding sought:

Amount of funding approved:

Selection criteria against which applications shall be scored:

| | Give rating from 1 - 6 | Max Score/ Weighting | Marks awarded |
|--|------------------------|----------------------|---------------|
| 1 The overall content of the initiative including: | | 25 | 0 |
| a Clarity of reasons for the project (the "why do it?") | | 13 | 0 |
| b Clarity of project description | | 6 | 0 |
| c Clarity and quality of KPIs and targets | | 6 | 0 |
| Notes and comments | | | |
| 2 Adherence to the principles of resource efficiency and waste prevention | | 25 | 0 |
| Notes and comments | | | |
| 3 Proposals for managing the initiative, including experience of those implementing the project(s) | | 10 | 0 |
| Notes and comments | | | |
| 4 The impact of the initiative on the target audience, including: | | 10 | 0 |
| a Is it evident that there is an accessible target audience? - and are the plans for making contact with them appropriate? | | 5 | 0 |
| b How the impact of the initiative(s) on target audiences will be measured | | 5 | 0 |
| Notes and comments | | | |
| 5 Value for money – measured by reference to: | | 30 | 0 |
| a The usefulness of the outputs & the tools used | | 10 | 0 |
| b Presence of publicity events and publicity materials | | 10 | 0 |
| c The building of capacity within the local authority(ies), incl partnerships within LAs, with other LAs, and community groups | | 10 | 0 |
| Notes and comments | | | |

Max Score Actual Score

| | | | |
|--|--|------------|----------|
| | | 100 | 0 |
|--|--|------------|----------|

Appendix 2a:

Sample Only

Local Authority Prevention Network Cost Statement

To be submitted to EPA using the Excel template provided by 15th March 2021

| | |
|----------------------------------|-------------|
| Name of local authority: | |
| Year: | 2020 |
| Total grant aid awarded € | |

| NON-STAFF COSTS | Brief description | Expected Expenditure € | Actual Expenditure € |
|-----------------------------------|--------------------------|-------------------------------|-----------------------------|
| Training | | | |
| Travel & subsistence | | | |
| Consumables | | | |
| Promotion & publicity | | | |
| Other costs | | | |
| External assistance & consultancy | | | |
| Total non-staff costs | | €0.00 | €0.00 |

Signed:

Name:

Appendix 2 (b)

Sample Only

Project Report template

To be submitted to EPA by 15th March 2021

| | |
|---|--|
| Local Authority | |
| Project Title | |
| Brief description of how the project developed (include challenges experienced and main learnings) | |
| Main outputs | |
| Is there potential for replication or further development of the project? | |

Appendix 3: Grant Agreement Template



Template only

Notice of Grant Award and Terms of Agreement between «Local_Authority_Name» and the Environmental Protection Agency (EPA) for implementation of waste prevention projects implemented through Local Authority Prevention Network (LAPN) under the National Waste Prevention Programme.

Notice of Grant Award

Your proposal for funding under the National Waste Prevention Programme Local Authority Prevention Network 2019 has been accepted. Based on the proposal submitted, associated budget template and subsequent correspondence, the Environmental Protection Agency (EPA) awards «Local_Authority_Name» a total grant amount of €«Grant_Amount»

Terms of Agreement

- 1 The Agency is providing a total and maximum grant aid of €«Grant_Amount» directly to «Local_Authority_Name» resulting from LAPN 2020 evaluation of applications and subsequent correspondence, subject to the conditions stated in this document.
- 2 «Local_Authority_Name» will undertake responsibility for the financial management of the project based on the proposal submitted, associated budget template and subsequent correspondence. This will include invoicing, maintenance of records, provision of material for audit and other standard procurement requirements.
- 3 The EPA shall grant aid «Local_Authority_Name» in the form of one full payment on signing this agreement.
- 4 The EPA shall provide a Purchase Order number to «Local_Authority_Name». Invoices shall be submitted to the EPA no later than <insert date>, or at other specific periods depending on the duration of the initiative.
- 5 «Local_Authority_Name» will carry out the project in accordance with the agreed proposal submitted, budget template and subsequent correspondence. Costs shall be uniquely and unambiguously associated with a particular prevention initiative. All eligible costs shall:
 - Relate to expenditure on the LAPN initiative;
 - Be wholly necessary for the initiative;

- Be incurred during the duration of the initiative;
 - Be recorded in the participants' accounts and be separately identifiable and traceable;
 - Be recorded using the summary cost statement template supplied, which should be signed, scanned & provided to the EPA in pdf format or equivalent by 15th March 2021.
 - Significant deviations between expected and actual costs should be communicated to the EPA as early as possible.
- 6 The EPA will conduct audits on 10% of grant recipients each year. These will be randomly selected from the full cohort of projects and will exclude those selected in the previous year.
- 7 «Local_Authority_Name», shall submit a brief project report to the EPA by 15th March 2021, using the Project Report template supplied.
- 8 «Local_Authority_Name», shall adhere to the requirements as set out in the “Guide for Applicants LAPN Funding 2020” document.
- 9 «Local_Authority_Name», shall actively support and integrate its project activities with other waste prevention/resource efficiency programmes supported by the EPA, where appropriate.
- 10 «Local_Authority_Name», will supply any information requested by the EPA to ensure that these requirements are complied with and comply with any written request or direction from the EPA concerning the proper management of the project.
- 11 «Local_Authority_Name», shall undertake to communicate with other participants of the LAPN and share information. The Agency requires participants to attend LAPN plenary meetings and other such meetings as required. The budget allocation should allow for travel to these meetings.
- 12 Following completion of the initiative or at other specific periods depending on the duration of the initiative, «Local_Authority_Name» will supply data and/or information where requested by the EPA or their technical support contractors.
- 13 Resources from the initiative (guidance, templates, photos, advertisements, videos, blogs etc.) should be shared with the EPA or their technical support contractors for upload to www.localprevention.ie or social media in order to disseminate information on LAPN initiatives.
- 14 Where appropriate, each participant must acknowledge the funding provided by the EPA and include the LAPN logo (and/or other agreed logos) in all forms of promotion and publication of the initiative or publicity received in relation to the initiative.

- 15 Payment of the grant is at the discretion of the Agency. The Agency may discontinue funding if it is not satisfied with the manner in which the project is conducted, or with the progress of the project.
- 16 If the Agency discontinues funding for any reason whatsoever, the Agency shall not be liable for any consequential loss suffered or liability incurred by «Local_Authority_Name».
- 17 «Local_Authority_Name» shall comply with all applicable requirements of the General Data Protection Regulation (EU) 2016/679 and The Data Protection Act 2018.
- 18 In the event of the discontinuation of the project and any grant payments made in advance not being fully expended, participants shall be required to either refund the money not spent to the EPA or prepare and deliver a new programme of work until remaining funds are spent, subject to written agreement with the EPA.

END