



London Borough of Sutton Flats Recycling Fund - Grant Guidance

This guidance contains information on the grant and how to apply.

1. What is the Grant Fund?

This grant offers funding to groups who are committed to helping Sutton to Reduce, Reuse and Recycle waste in flats across the borough. The aim is to encourage, inspire and embolden residents to increase their participation in and help improve waste minimisation practices where they live.

Eligible groups will be able to submit bids for the funding of new projects that reduce residual waste, improve recycling and reduce contamination. The following guidance includes information about the selection process and success criteria for projects.

Applications without quotes on the cost of the project will not be considered.

2. Who can apply?

Managing Agents, Residents associations, local charities, voluntary, community and self-help groups that live or work in flats within Sutton. Blocks of flats must have 5 or more properties and communal bin storage arrangements. In cases where a bid is submitted by an individual or a group which is not formally constituted, your Managing Agent might work with you to hold the funds for the project on your behalf.

For assistance with becoming a constituted group contact [Community Action Sutton](#).

For guidance on the waste storage and collection requirements please visit:

[Waste provision planning guidance for developers, architects, and managing agents](#)

3. Criteria

To assist you in your application, all bids will be reviewed and evaluated where the proposed project meets the below criteria:

Community need

- where consultation and engagement has already been undertaken with residents and other key stakeholders on the proposals
- benefit as many people as possible, by reaching out to communities, improving lives and bringing people together.
- deliver a project that solves an issue the community has identified

- actively involve volunteers and those who live there

Budget

- Should achieve good value by creating a lasting improvement for your community.
- The bid must have considered where issues may arise and have factored them in the budget planning process.
- The bid will have, or have already sourced, a minimum of 3 quotes for any works to be undertaken within the project which the grant will go towards in order to ensure best value.
- Any bid should not exceed the maximum amount of £10,000 in total
- A minimum of 20% of any bid should be dedicated to local engagement and communication with residents/tenants.
- Any applicant/group is restricted to one bid per financial year.

Evidence and Evaluation

Please view the [Methods of Evaluation](#) document included in this guidance pack for examples of how to provide evidence of the below measurements.

- Details of how the impact of the project will be measured to show improvements in reduction, reuse and/or recycling.
- Details of starting position (baseline) e.g. estimated current recycling levels or effectiveness/ease of use of present waste and recycling provision.
- Details of current waste and recycling facilities, any composition analysis or visual inspections being undertaken.
- Receipts of all expenditure incurred are retained and shared with the local authority.

Added Social Value (ASV)

- Prove how it would have a positive effect on your local environment, and improve the quality of life for residents.
- Detail how you would implement Added Social Value during the term of the contract. Your proposal should reflect the Council's priorities as detailed in the [Added Social Value Toolkit](#), and how you will deliver the requirements stated.

Deliverability

- All bids will be assessed for evidence of strong management and delivery plans including a procurement strategy, relevant skills and previous experience, decision making structures within the organisation, risk management, project costings, and monitoring and evaluation. Bids must also be able to demonstrate spend over the course of the project.

What we cannot fund

1. Projects outside the London Borough of Sutton.
2. Projects not related to waste reduction and recycling in flats.
3. Projects with no clear plan for how they will benefit Sutton residents and reduce waste.
4. Projects that are not economically viable or do not offer the council value for money
5. Political parties, lobbying and campaigning individuals.
6. Promotion of religion.
7. Promotion of private interests.
8. Wages or expenses to staff or organisers who may be involved either directly or indirectly with the project
9. Any travel or transport incurred during the project.
10. Ongoing maintenance costs of the buildings or assets involved.
11. Volunteer expenses.
12. Loans or interest payments.
13. Legal expenses.

4. Where to send your completed application

Please use the online Application Form to submit your full application. This will automatically be submitted to the correct team. **Should you experience any problems using the Google Form or require advice and support to complete your application, please contact sustainability@sutton.gov.uk.**

Alongside your application form you will also be required to submit additional information and evidence to support your bid. The list below is a guide and not all items will need to be covered, please submit those additional items relevant to your project application to sustainability@sutton.gov.uk after you complete your application form.

Supporting/Required Documents may include:

- Photos/plans/weblinks showing the plan if physical groundworks are proposed
- Location plan of site
- Any Licences or Permissions as required (Planning Permission etc.)
- As per Sutton Council guidelines, your application must include 3 quotes for any work to be undertaken or outsourced. This could include things like groundworks, construction, cleaning and signing printing costs. If less than 3 quotes are being provided we will require reasons why.
- How the project meets the minimum 20% funding requirement for resident communication and engagement.
- Details of any crowdfunding or other match funding the project may receive.
- Details on how ongoing maintenance costs will be met.
- Details of any local consultation and responses from residents.
- Title Deed showing ownership, or permission of land owner supporting the bid
- Organisation details including registration details and governance document
- Details of Organisation bank details
- A safeguarding policy if working with young people under the age of 18
- A vulnerable adults policy if you are working with vulnerable adults
- A health and safety policy and procedures in place (including details of first aid cover)

- An equality and diversity policy in place
- The relevant insurance in place, including public liability where required, before delivering activities
- For managing agents only - Section 20's information if applicable

5. How long is the funding period?

Bids must be received a minimum of 2 months in advance of any proposed project and any funding secured must be used within 1 year of award.

6. How much funding can I apply for?

A maximum of £10,000 may be applied for in any single application, with a minimum of 20% of any successful application being used for environmental related education, local engagement and awareness raising. However, the availability of funding will depend on how much has been applied for and allocated to other projects. This will be confirmed as part of the initial eligibility check.

7. Examples of projects that could receive a grant

Funding can be granted for a variety of projects and activities including:

- Promote and increase recycling, such as introducing new recycling streams or moving from fully commingled "all-in-one" recycling bins to separate individual paper and card bin, and a plastics, cans and glass recycling bin
- Introduction of new recycling streams such as food waste, textiles, small electricals/electronic waste. These could be either facilitated by council-contracted collections or by resident-coordinated use of national 'take back' schemes to participating supermarkets (e.g. carrier bags and batteries to supermarkets).
- Improving communal bin stores or areas, such as improved lighting, new detailed informational signage, deep cleans, repositioning for ease of use
- Educational workshops for residents on how to use facilities and reduce waste and reduce contamination, such as ensuring only items of the correct material goes in its own recycling container
- Practical equipment such as additional bins for high demand waste streams, introducing new waste streams, provision of recycling bags for in house ease of sorting and storing
- Awareness raising materials such as newsletters, social media, leaflets and posters and educational related signage
- creative and innovative ideas which encourage people to recycle - i.e arts installations, new trial technology, waste tagging system

Funding can also be sought by projects that encourage people to think about their waste as a resource. This can be things like:

- Reuse and repair initiatives like swap shops or repair workshops
- Community gardens which make use of reused, reclaimed, or recycled materials.
- Community food growing, food waste reduction initiatives and composting schemes.

8. When do I need to apply?

The applications are open on a first come first served basis, providing that the bid meets all our minimum requirements, all evidence is received and it is approved by the grant team and budget manager according to the criteria listed above. Please note that applications cannot be submitted after a project has begun as we do not fund retrospectively.

9. Is there a monitoring process for awarded funds?

Yes, regular scheduled updates will be required to log progress. It is also expected that proof of purchase and receipts are retained and originals provided when submitting updates and a final Completion Report submitted on the project once finished.

10. How the selection process will work

Stage of Grant	Description	Timescale
Stage 1 - Application Received	The grant team will acknowledge receipt of the application.	Within 10 working days of submission
Stage 2 - Application details reviewed	The team will either confirm that the project is eligible for consideration, refuse the project if it does not meet the criteria, or provide guidance on what would be needed	Within 14 working days of acknowledgement of receipt of application
Stage 3 - Project assessed	If the project meets all the criteria and the grant team has received sufficient information, the bid will be put forward for approval.	Within 30 working days of project being put forward (unless further support and guidance is required to meet requirements)
Stage 4 - Final approvals made by fund manager. Applicants notified	The final approvals will be made by the fund manager. The Grant team will let applicants and Project Leads know whether or not their project has been successful in this round of funding.	Within 30 working days of bids being put forward by grant team

Stage 5 - Funding released	Funding release set up and a Grant Agreement will be sent to be signed before funding can be released.	As soon as Grant Agreement has been signed and payment set up
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11. Funding Approval Notification

Once the final approvals have been made we will give applicants confirmation of whether or not their project has been successful.

Those who are successful must sign a Funding Agreement before funding is released.

12. Reporting and Evaluation

Finally, applicants must submit a completion report within 1 month of the project being completed. This should include evidence such as photos, receipts and progress reports gathered over the course of the project. Details of reporting requirements can be found in the [Funding Agreement](#) and [Methods of Evaluation](#) document. The Completion Report will be emailed to your provided email address.

It is a condition of funding agreements that LBS may use information and photos from the activities funded in marketing and publicity material for promotional purposes.

13. Subsidy Allowances and funding requirements

- Grant income received by a business is taxable. The money received in this Grant will need to be included as income in the tax return of the business. Only businesses which make an overall profit once grant income is included will be subject to tax. Payments made to businesses before 5 April 2024 will fall into the 2023/24 tax year. Payments after 6 April 2024 will fall into the 2024/25 tax year. Unincorporated businesses will be taxed when they receive the grant income.
- You will need to declare any other Subsidy you have received as part of your application and which allowance you are covered through.
- If your application is successful, we may ask you to complete and sign a Subsidy declaration prior to the grant payment being made.

Your information

We collect personal information when you use our services. We will use this information to provide the services requested, maintain records and, if you agree, to send you updates and newsletters in relation to the Neighbourhood Fund. We will not share your information with other organisations for marketing purposes unless legally required to do so. For more information explaining how we use your information please see our [privacy policy](#).