



Waste Prevention Implementation Fund

Guidance notes for applicants



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

1 The Application Process

The first stage in the WPIF application process involves submitting an online Expression of Interest (EOI).

What happens next?

After you've submitted your EOI it will be considered by ZWS to determine whether a) your organisation is eligible to apply and b) your project proposal meets the scope of this programme.

If you meet both of these requirements, you will be referred to the Resource Efficient Advice & Support Service for a Resource Opportunity Assessment to be undertaken to identify the capital investment required and invited to submit an application. The Advice & Support Service will also be able to provide guidance with your application.

Upon receipt of your application it will be assessed against the evaluation criteria by a panel and a response provided as to whether your application is successful.

Successful Applications

A contract, milestones and payment schedules will be agreed between Zero Waste Scotland and the recipient based on information provided in the application form.

The ERDF national rules do not allow the payment of funding up front. Recipients must initially pay for the measure and then retrospectively make the claim for payment to ZWS providing evidence that the equipment and /or services have been delivered and that they have proof that the payment has been made.

2 State Aid

Zero Waste Scotland is able to provide funding up to 100% of eligible costs subject to the provision of State Aid.

Guidance on State Aid is available from the Scottish Government by clicking on this link: [Scottish Government State Aid Guidance](#)

All applications must include a signed State Aid declaration, a copy of which can be downloaded from the website.

3 Evaluation Criteria

If your organisation is eligible and your project meets the scope of the fund, your application will be put forward for assessment and will be evaluated against the following criteria and weightings:

Waste reduction potential (20%):

This criterion is designed to assess the extent to which the project has the potential to:

- generate efficiencies in the use of raw materials;
- move waste materials to a higher level in the waste hierarchy;
- reduce waste tonnage;
- divert waste from landfill;
- generate carbon savings.

Note that potential savings above must be quantified, and baseline figures captured within the Resource Opportunity Assessment report as part of the grant application.

Return on Investment (15%) (i.e. value of support vs implemented savings) and economic impact on the business. In the case of charities, economic or social return on investment.

Environmental impact (15%)

Additionality (20%) - with the funding being provided by ZWS, what will this allow the business to achieve in addition i.e. other beneficial impacts (job creation/potential, potential for expansion).

Replicability (20%) - This criterion is designed to assess the extent to which the project has the potential to be replicated across the sector.

Change leadership potential (10%):

This criterion is designed to assess the extent to which the project:

- Is of sufficient scale, demonstrating ambition in its objectives and impacts;
- Has the potential for Scotland-wide impact, evidenced either through the existence of an opportunity for the project to be replicated by other organisations or through the scale of the technological change it introduces;
- Is innovative, evidenced through the development of new technology or know-how or the application of existing technology or know-how to a new application;
- Has the potential for significant SME benefit and is likely to be recognised as transformational across the business landscape;
- Has the potential, on its own, to be used to demonstrate the significant changes that ZWS is seeking to make.

4 Frequently Asked Questions

1. Is there a deadline for WPIF applications?

In relation to the current ERDF funding, the Waste Prevention Implementation Fund is open to applications on an ongoing basis as long as any investments funded through the grant are completed by 31st December 2019.

However, once you have submitted your Expression of Interest online, we expect to receive your full application within 2 months.

2. Is there a maximum financial limit for WPIF applications?

Currently there is no maximum limit and each application is assessed on a case by case basis. However, only those projects which have significant change leader potential e.g. a project which has potential to have a transformational impact across Scotland/business sector/region and will have a positive impact over multiple years, will be able to access funding above £100,000.

In addition, requests for funding over £50k will be subject to additional financial checks.

3. Can joint organisations/BIDs submit a WPIF application for a single project?

Collaboration between two or more organisations is actively encouraged where it strengthens the overall proposal. For the purposes of this Fund, a large enterprise (i.e. larger than a SME) and an academic partner or research organisation can be part of a wider collaboration but cannot be the recipient of ZWS funds. The lead partner (the applicant) must conform with the organisation types listed in the guidance and will be the only direct recipient of the funding. Any State Aid shall apply directly to the lead partner with whom all contractual obligations shall be binding.

4. Is there a deadline by which funding must be spent?

Yes, organisations are expected to complete their project within the timescales set out in their application. For example, in relation to the current funding, the final date for all expenditure of WPIF Grants is the 31st December 2019.

5. Can previously funded organisations apply for further funding?

Yes, organisations that were previously successful in receiving funding can submit an Expression of Interest for further funding but will be required to demonstrate how their new proposal will achieve additional outcomes.

6. Can organisations apply for funding if they have received EU funding previously for the same project?

No, if you have previously received European Union (EU) funding in relation to your proposed project from other source/s then this will render you out of scope to apply as this would count as double funding. Furthermore, it would be a condition of contract if you are successful, that you would be unable to apply in the future for EU funding specifically relating to the ZWS funded project.

7. Can organisations apply to the WPIF for co-funding?

Yes, joint funded projects are welcome. If you are seeking match funding for the project, you should outline your total project costs.

8. Are WPIF recipients required to provide evidence of their project?

Yes, WPIF recipients are required to establish and maintain an inventory of all fixed assets acquired wholly or partly using the project funding. Evidenced by certified copies of original supporting invoices and evidence of payment by certified copies of original bank statement or BACs transfer documentation, a photograph of the assets in situ and an inventory log showing the asset serial numbers. Applicants will be signposted to resources that will help you achieve this. In addition, the fund recipient is required to permit Zero Waste Scotland's staff or Zero Waste Scotland's appointed contractor to inspect the project on site as they may reasonably require during normal working hours and on reasonable prior notice.

9. What is required when purchasing equipment?

All projects funded by ERDF are subject to rigorous audits to confirm that any selection processes of the purchase of goods, works or services comply with your organisation's own procurement processes and are carried out in a fair and transparent manner. To demonstrate this, organisations are requested to obtain three supplier quotes and if there is only one quote provided, to provide a justification as to the reasons for a single supplier selection. The ERDF National Rules of Expenditure set out eligible and ineligible costs and a copy is downloadable from our website which we would advise you to refer to ([accessed here](#)). Failure to comply may result in the claw back of any funding paid to the recipient. You will therefore need to demonstrate that you have complied with any procurements you propose to undertake as part of your application process detailing the proposed selection method.

10. Will leasing of equipment be eligible for funding?

Yes, projects that propose the leasing of equipment may be considered (both operating and capital costs).

11. Is an organisation allowed to use the WPIF to purchase refurbished second-hand equipment as opposed to more expensive new equipment?

An organisation would need to demonstrate the following:

1. That no other EU or public funds have been used to purchase the equipment in its previous lives;
2. That the value represents the true market value of the equipment as second hand;
3. What the remaining life expectancy is of the equipment so that we can ensure it will span the lifetime of the project.

The ERDF National Rules on Eligibility of Expenditure (Section 4.1.8.) details the terms and regulations ([accessed here](#)).

12. When does the organisation receive the funding?

The ERDF national rules **do not** allow the payment of funding up front. Recipients must initially pay for the measure and then retrospectively make the claim for payment to ZWS providing evidence that the equipment and /or services have been delivered and that they have proof that the payment has been made.

13. Is our organisation eligible for funding?

To be eligible to apply for the WPIF your organisation must be:

1. Scottish based with the project site located within Scotland;
2. A registered small or medium sized enterprise (EC definition of an SME);
http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
3. A legally constituted body;
4. Have been trading for at least 12 months*

* For organisations who have not been trading for 12 months, an exception to criteria 4 may be accommodated at ZWS's discretion subject to review of the organisation's 12 month profit and loss forecast and business plan,

14. What types of organisation are not eligible to apply for the WPIF?

- Public sector bodies (publically funded bodies such as councils, academic institutions);
- Large sized companies, i.e. companies which are not SMEs;
- Waste Management Companies (e.g. businesses whose **core** business is management, recycling or disposal of waste).

15. Is our project eligible for funding?

To be eligible to apply for the WPIF your project must:

1. Result in evidenced implemented waste material, cost and carbon savings;
2. Be able to demonstrate that the project would not be viable without receiving the funding;
3. Comply with the Evaluation Criteria detailed in Section 3;
4. Demonstrate added value and impact and focus on the physical implementation of waste prevention measure or measures, rather than identification or a feasibility study.

16. What is out of scope?

- Applications received from any organisation which is not an EC defined SME or SME equivalent (e.g. charity);
- Projects that relate solely to improving on-site waste management and recycling (although waste prevention, reduction, and re-use projects are in scope);
- Projects which only help an organisation to meet regulatory requirements (unless part of a wider project);
- Development of management systems e.g. energy, environmental etc.;
- Development of staff awareness campaigns (unless part of a wider project);
- Projects that do not result in waste prevention;
- Identification or feasibility studies as these will need to be completed prior to making an application.

17. What is the relationship between the European Regional Development Fund (ERDF) and the WPIF?

The Waste Prevention Implementation Fund is part funded by the European Regional Development Fund (ERDF). The ERDF supports Zero Waste Scotland's Resource Efficient Circular Economy Accelerator Programme, which also benefits from Scottish Government funding and helps to facilitate major investments to support transformational change and economic and social structural reforms across Scotland. The programme aims to increase the resource efficiency of Scottish SMEs, further develop and strengthen Scotland's circular economy, and support community-based organisations to build on existing local resources. WPIF recipients awarded using ERDF funds will be notified in their award documents of any specific conditions.

The ERDF National Rules of Expenditure sets out eligible and ineligible costs and a copy is downloadable from our website ([accessed here](#)).

18. What is a Resource Opportunity Assessment?

We have a team of advisers and technical specialists offering free support to small and medium sized businesses to provide a **Resource Opportunity Assessment**, to identify where and how savings can be made.

19. Need further information?

If you have any additional questions, please email WPIF@zerowastescotland.org.uk

 01786 433930

 zerowastescotland.org.uk

 @ZeroWasteScot

Zero Waste Scotland is a registered company in Scotland [SC436030]. Registered office: Ground Floor, Moray House, Forthside Way, Stirling FK8 1QZ