

**Application Form: School Food Waste Project**

**July 2024**

**Pack includes:**

1. Your Organisation
2. Meeting the Project Objectives
3. Finance
4. Evaluation
5. Conflict of Interest
6. Other Issues
7. Appendix 1: Timescales
8. Appendix 2: Scoring Evaluation

Applications must be sent to **danni.millar@merseysidewda.gov.uk** by 5pm Sunday 11th August 2024. If you have any questions, please contact **danni.millar@merseysidewda.gov.uk**

**Please ensure to read all of the associated documents entirely before completing this application.**

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| **Title of Project:** |  |
| **Date of Proposal:** |  |

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|  | **1.1**  | Name of the organisation making this proposal. If you are working in partnership, please list all partners and indicate who will be the lead partner. |
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|  | **1.2** | Contact name, and email address for enquiries about this proposal. If this is a partnership proposal, please list the lead contact.  |
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|  | **1.3** | If applicable, please provide your charity or company number below. |
|  |  | Company Number: |  | Charity Number: |  |

1. **About your Organisation(s):**
2. **Meeting the Project Objectives:**

This section evaluates your skills and experience in relation to the specific project objectives.

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| * 1. **Who would you engage with to begin making links with relevant educational institutions?**
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|  | Please give the total number you expect to engage and then approximate numbers against each of the groups you propose to engage with.  |
|  | **Participant Type:** | **Number of Engagements:** |  |  |
|  | Young People Aged 5 - 11  |  |  |  |
|  | Young People Aged 12 -16 |  |  |  |
|  | Parents/Carers  |  |  |  |
|  | Education Professionals |  |  |  |
|  | **Total:** |  |  |  |
|  | Are there any groups you plan to engage with that are not listed? |
|  |  | **Yes** |  | **No** |  |  |  |  |
|  | If yes, who: |
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| * 1. **Food Waste / Circular Economy knowledge and understanding.**
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|  | Please tell us your experience/knowledge on the topic of Food Waste. (Max 500 words.) |
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| * 1. **Project Planning and Delivery**
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|  | Please tell us about your experience in engaging with young people, delivering educational workshops, and collecting/reporting data. |
|  | **Engaging with young people** |  |
|  | **Delivering education workshops** |  |
|  | **Collecting and reporting data** |  |

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| * 1. **Design of pilot project:**
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|  | Please share your plans for how to deliver the School Food Waste project.  |
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| * 1. **Implementation Plan and Timetable**
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|  | Please describe each task you will undertake to deliver the project within time scales, ensure to show the key tasks involved in delivering the project, **including when** **each task** will happen, **and demonstrating** how the work will fit the planned start and finish date.  |
|  | **You will need to:** | **Approach and how will you record this?** |
|  | Describe how will you engage with relevant education providers:  |  |
|  | Describe how you will deliver engaging workshops based of the teaching resource provided to the selected organisation: |  |
|  | Describe where/how you conduct the project: |  |
|  | Describe how you will report anything extra outside the criteria that could be useful for added social value: |  |

1. **Finance:**

This section covers the financial request for the School Food Waste Project.

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| **3.1 Your Organisation** |
|  | Please indicate the amount which your organisation wishes to quote to deliver the project: |
|  |  | **Total:** |  |  |
|  | *(Please remember we are supportive of paying Living Wage to any employees involved in delivering services as part of this contract.)* |
|  | Please identify the district(s) you plan to deliver the project in: |
|  |  | Halton |  |  |
|  |  | Knowsley |  |  |
|  |  | Liverpool |  |  |
|  |  | Sefton |  |  |
|  |  | St Helens |  |  |
|  |  | Wirral |  |  |

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| **3.2 Cost Breakdowns** |
|  | Please provide a breakdown of these costs in the following table:  |
|  |  | Eligible costs will include:* Staff time: for activities associated with the project, such as meeting MRWA and other partners if required, understanding the engagement tasks, designing and carrying out the engagement, writing a report, presenting feedback and demographics of participants to MRWA, feeding back to community (if required) the way in which their input has been used by MRWA.
* Other costs: for activitiesassociated with the engagement activity such as printing/photocopying, room hire, materials required to have an effective engagement, participant expenses/alternative, volunteer expenses and training, refreshments, childcare or other carer support costs, translation/production of information in alternative formats, appropriate support for participants in responding to issues arising in the engagement, film/photography, equipment etc.
* Contribution to management and overhead: for costs up to a maximum of 10% of the value of the overall cost.
 |
|  |  | **Costs:** | **Hourly Rate:** | **No. of Hours:** | **Total Cost £:** |  |
|  | **3.2a** | **Staff Time:** please provide details for which staff would be involved for how much time: |  |  |  |  |
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|  | **3.2b** | **Other Costs:** please list costs associated with delivery and reporting  |  |  |  |  |
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|  | **3.2c** | **Management Overheads:** (Max 10%)  |  |  |  |  |
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|  |  | **Total Costs:** |  |  |  |  |

1. **Evaluation**

Please explain why your organisation is best placed to deliver this project: (Max 250 words)

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1. **Conflict of Interest**

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| **5.1** Please indicate whether any known actual or potential conflicts of interest may arise in the provision of carrying out this engagement.  |
|  | Potential Conflict:  |  | No Conflict: |  |  |
| If there are actual or potential conflicts, please provide full details including:  |
|  | * Brief description of the nature of connections creating actual or potential conflicts of interest.
* The full name of any people or bodies whose involvement gives rise to the actual or potential conflicts of interest.
* Mark with an (\*) an organisation, people or bodies that are connected with MRWA.
* An explanation of how the Applicant proposes to deal with actual or potential conflicts so that they do not prejudice a fair and competitive procurement process or the position of MRWA.
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| **5.2** Please indicate whether your organisation, or partners, have been recipients of MRWA and Veolia’s 2024-2025 Community Fund. |
|  | Yes  |  | No |  |  |
| **Please note if you have successfully been awarded any funding from MRWA and Veolia’s Community fund 2024-2025, you must show evidence there is no overlap of delivery with this School Food Waste Project, including participants, targets, or engagements.** |

1. **Other Issues:** Not for scoring.

Please use this space to highlight any other useful information for MRWA to consider in this project. (Max 150 words)

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**Please note the selected organisation will be expected to have all of the necessary accreditation/checks in place to undertake this project as described.**

**Appendix 1: Time Scales**

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| **Activity Detail:** | **Dates:** |
| Project tender goes live | Monday 29th July 2024 |
| Project tender closes | Sunday 11th August 2024 |
| Tender applications evaluated | 1 week evaluation |
| Organisation selected | w/c 19th August 2024 |
| Due diligence  | Following acceptance |
| Project initiation meeting | w/c 19th August 2024 |
| Final reports received | 28th March 2025 |

**Appendix 2: Scoring Table**

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| **Score:** | **Scoring Principles:** |
| **10** | **Excellent** – there is **ample** evidence to support the response.  |
| **8** | **Good** – there is **sufficient** evidence to support the response.  |
| **6** | **Average** – there is **some** evidence to support the response.  |
| **4** | **Fair** – there is **little** evidence to support the response.  |
| **2** | **Poor** – there is **no** evidence to support the response.  |
| **0** | **Extremely poor** – there is **no** evidence to support the response.  |
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