

London Recycling Fund

A Guide to the Applications and Project Management Process

Application and management of London Recycling Fund (LRF) projects is through a series of documents:

1 - Application Stage

You will need to complete:

- An Application Form
- A Draft Project Plan
- An Authority Financial Profile Spreadsheet

Your application will be considered against a number of criteria. These are detailed in the LRF 'Evaluation Guidance' document which can be downloaded from the London Waste Action (LWA) website. A copy of the Business Plan can also be found on the LWA website.

If you completed an application for one of the earlier funding rounds, you will find that numerical data is now contained in the Authority Financial Profile Spreadsheet. This has been introduced to avoid the need to enter manually the same numerical data into several different documents.

Initially you will complete only part of this spreadsheet. If your project goes ahead you will need to complete the remainder of the spreadsheet. To enable us to keep track of the stage of completion of spreadsheets which are submitted by email, please use the following file naming format. Please try and keep these filenames as short as possible, using abbreviations where appropriate.

Authority+ProjectTitle+LRF Reference Number+Stage

e.g. Ham&Ful-Kerb-11.23-Appl.xls

LRF Reference numbers will not be issued until the Final Project Plan Stage.

The following abbreviations should be used:

- App – Application
- PP – Final Project Plan
- 45-Q1 – 2004 /05 Quarter 1 Project Monitoring and Claim Form
- 45-Q2 – 2004 /05 Quarter 2 Project Monitoring and Claim Form, etc

Please note: there has been a change in the preferred units. All financial numbers should now be entered as whole units, e.g. fifty thousand pounds should now be entered as £ 50,000 (and not £ 50 K).

Spreadsheet Completion

At the Application Stage you should follow the tab "Instructions - Application" on the Authority Financial Profile Spreadsheet. This will lead you through completing the tabs:

- Sources of Funding
- Planned Expenditure
- Planned Project Performance (04-05 and/or 05-06)

Please Note:

- The JPP number is a unique identifier created by Defra. Authorities with current or past projects have been notified of their number. A list is also posted on the LWA website.
- On the Planned Project Performance tab the Guidance Notes can be accessed directly via a comment box.

Once you have submitted an application you will be sent a confirmation letter which will detail the evaluation process, including the dates of relevant board meetings.

2 - Award Stage

Your application will be considered and you will be notified by letter whether you have been awarded a full award, a partial award, or no award.

If you are awarded funds, you will be required to return a signed confirmation of your agreement to the contractual requirements of the award.

3 - Submission of Finalised Project Plan.

You may be able to use your existing Draft Project Plan and data already entered into the Authority Financial Profile Spreadsheet. However, if you have only been awarded a partial award, it is likely that the scope of your project will have changed from the Application Stage and you will need to modify your project plan.

Spreadsheet Completion

Numerical data in the Authority Financial Profile Spreadsheet must be amended as necessary by overwriting it in the following tabs:

- Sources of Funding
- Planned Expenditure
- Planned Project Performance (04-05 and/or 05-06)

4 - Ongoing Project Management

You will be required to submit a *signed* quarterly Progress Report (and Claim Form if applicable) within 15 days of the end of each quarter.

Spreadsheet Completion

Numerical data should be entered in the Authority Financial Profile Spreadsheet following the "Instructions - Implementation". This will complete the following tabs:

- Actual Exp & Claim Profile
- Grant Claim Form
- Actual Project Performance (04-05 and/or 05-06)

If your project is progressing at a different rate to that initially given in the Project Plan, amendments to the profile should be made by overwriting the existing figures on the Actual Exp & Claim Profile tab.

(The 'Profile' is the projected capital & revenue claims from the LRF during the course of the project.)

Monitoring Reports and an updated Authority Financial Profile Spreadsheet must be provided for each quarter after the project has started, even if you do not intend to claim for a given quarter.

Claims Processing

1. Authorities should note that certain criteria in the Authority Financial Profile Spreadsheet will be examined before a payment is made, and may be rejected in the following circumstances:
2. Changes in the Claim Profile showing shifts between capital and revenue unless prior approval has been obtained via your project manager.
3. Failure to amend the profile (where necessary) so that the total for all quarters adds up to the original total grant. If you anticipate reducing your total claim notification should be given to your project manager.

4. Any increase in the total claim without prior approval via your project manager.
5. Failure to provide signed copies of all required documentation.

For Further Advice:

Please contact your designated LRF project manager in the first instance.

Advice can also be obtained from:

- Malcolm Allen - Tel 020 7665 1441, mallen@londonwasteaction.org

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