



**LONDON WASTE ACTION**

*Promoting sustainable waste management in London*

## **LONDON RECYCLING FUND INFORMATION FOR APPROVED APPLICANTS**

### **Funding agreement between LWA and your Authority**

London Waste Action is the corporate body responsible for managing the Fund on behalf of the Partnership between the Greater London Authority, the Association of London Government and LWA itself. As the fund managers we are required to sign a funding contract with DEFRA, which regulates how the fund operates. Consequently an important condition associated with this award is that your authority will be required to sign a funding agreement with London Waste Action.

The email advising you of the decision by the London Waste Action Board's decision, following the recommendations of the Fund Programme Board, includes an attached copy of the Terms & Conditions in PDF format. The release of funds will be dependant on your authority agreeing to the Terms & Conditions.

The Terms & Conditions set out the legal basis upon which cash advances are made to successful applicants (Approved Applicants) and the obligations upon them. A major obligation of the agreement is the requirement for the production of a Project Plan. This is a short document that summarises the essential financial and non financial outputs for the project, the key milestones of the project and other important details. It forms the basis of information we are required to provide DEFRA in drawing down funds and managing the Fund. A draft project plan will have been submitted as part of the application. Approved Applicants are asked to either confirm that the draft project plan remains valid or to submit a revised project plan as appropriate. This must be done before the project commences.

### **Project Managers**

We appoint a project manager who is your main point of contact throughout the life of the project. We have four project managers working in the LWA team:

- Chris Searles (Telephone 01892 730945 ); email - [csearles@londonwasteaction.org](mailto:csearles@londonwasteaction.org)
- David Birley (Telephone 020 7403 6050); email - [dbirley@londonwasteaction.org](mailto:dbirley@londonwasteaction.org)
- Mike Harris (Telephone 020 8915 0097); email - [mh@eco.uk.com](mailto:mh@eco.uk.com)
- Bob Read (Telephone 020 8404 2147); email - [bob.read@ukonline.co.uk](mailto:bob.read@ukonline.co.uk)

The LWA Decision Sheet indicates (near the top) who we have allocated to your project.

An important role for our project manager is to work with you and advise on all our requirements, including agreeing a Project Plan with you and monitoring all aspects of the project progress and outputs. He will contact you shortly (if he has not already done so) to discuss the conditions attached to the award and the Project Plan.

### **The Mayor's Green Procurement Code**

Because there is a fundamental link between promoting and developing high levels of recycling and purchasing goods and materials that can be reinforced if everyone specifies where possible that new products are derived from reprocessed resources, the LWA Board has agreed that all successful applicants must be signatories of the Mayor's Green Procurement Code and continue to support it. All London waste authorities have signed up to the code. If you require further information on the Code or advice about extending green procurement in your authority, please ask your project manager.

### **Contacts at LWA**

For information on the Fund Programme generally, please contact:

Malcolm Allen – Fund Programme Manager; Telephone 020 7665 1441

Email [mallen@londonwasteaction.org](mailto:mallen@londonwasteaction.org)

To get up to date news on the Fund and download forms and other info go to [www.londonwasteaction.org](http://www.londonwasteaction.org)