

INCREASE PROGRAMME

OUTLINE PROPOSAL FORM

FOR

INCREASE Prevention

The INCREASE III Programme is funded by the Scottish Government and is being administered by WRAP. Development Support for funding applications and post-application support is being delivered by the CRNS.

Disclaimer: The submission of this document and any subsequent approval of eligibility does not guarantee that any Proposal Plan submitted at the next stage will be approved.

Prior to the submission of this Proposal all applicants must speak with a Community Recycling Network for Scotland (CRNS) Regional Development Officer regarding their application:

West of Scotland (Glasgow & Clyde Valley, Ayrshire, Dumfries & Galloway, and Argyll & Bute):

Sam Moir:

m: 07909 911 466

e: sam@crns.org.uk

Highlands and Islands (Orkney & Shetland, Western Isles, Highlands, Aberdeenshire and Moray):

David Bryan:

m: 07887 758 012

e: david@crns.org.uk

East of Scotland (Aberdeen City, Tayside, Fife, Lothian & Borders and Forth Valley):

Emma Margrett:

m: 07887 758 212

e: emma@crns.org.uk

Section 1: About your organisation:**1.0: Organisation Name:**

What is the legal name of your organisation (as shown in your governing document, constitution, set of rules, trust deed, memorandum and articles of association)?

If your organisation is known by another name, please put this in brackets after the legal name of your organisation.

Organisation Name	ABERDEEN FORWARD LTD
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Organisation Address:

What is the registered address of your organisation?

Address	TOWN HOUSE, BROAD STREET. AB10 1AQ
Postcode	
Phone Number 1	07815 087227
Phone Number 2	
Fax Number	
E-mail Address	LYNN@ABZFORWARD.PLUS.COM
Web Address	

Number of people currently employed by the organisation:

Full Time	6	Part Time	3	Voluntary		Trainee / Placement	
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Parent Organisation:

If you are part of a larger organisation, please tell us who they are, as they may have some legal responsibility should you be successful in your application.

If required, have you requested and received the consent of the above organisation to apply to this Programme?

Received		Not Received		Not Required	
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Main Contact Details:

The details below should relate to the person (s) in your organisation who will be the main contact (s) for your project.

Name of contact	LYNN SMITH
Title	MRS
First Name	LYNN
Surname	SMITH
Position or job title	MANAGER
Any particular communication needs that your main contact requires?	

Address for correspondence:

Address	UNIT 7 FARBRURN INDUSTRIAL ESTATE, WELLHEADS ROAD, DYCE, ABERDEEN
Postcode	AB21 7HG
Phone number 1	01224 774171
Phone number 2	01224 774177
Fax number	01224 774177
E-mail address	LYNN@ABZFORWARD.PLUS.COM
Web address	WWW.ABERDEENFORWARD.ORG

If the address for correspondence is different from the organisation's registered address please state why here:

REGISTERED ADDRESS REQUIRED BEFORE ABERDEEN FORWARD HAD PREMISES SO AS COMPANY SECRETARY ABERDEEN CITY COUNCIL PROVIDED ONE

1.1 Organisation type:

What is the legal status of your organisation? For example Company Ltd by Guarantee, Community Interest Company, Charity etc.

Note: Your organisation must be non-profit distributing in order to be eligible. Please see Guidance Notes for clarification on eligibility and the definition of a community waste sector organisation.

Send your governing documentation with this form (for example constitution, set of rules, trust deed, or memorandum and articles of association).

Organisation Type	CHARITY AND COMPANY LIMITED BY GUARANTEE
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1.2 Reference or registration numbers:

Does your organisation have a charity, company or other reference or registration number? If so, please add below.

Charity Number	SC 034866
Company Number	200999 (SCOTLAND)
Other (Please specify)	

1.3 Are you VAT registered?

If yes, please give your VAT registration number here and ensure that costs given in your full application are adjusted to exclude VAT.

VAT Registration Number	
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1.4 Your organisation's aims:

Please describe the mission, values, objectives and aims of your organisation.

<p>Aberdeen Forward is an environmental charity working in the field of sustainable development. Aberdeen Forward supports and develops projects with partner organisations from the private and public sector and the local community. Projects may cover any aspect of sustainable development and as such are likely to cover such areas as sustainable waste management, energy conservation, wildlife gardening or the development of urban amenities. Aberdeen Forward's role in these projects will include some or all of the following, project planning, fund raising and project management.</p> <p>Aberdeen Forward endeavours to respond to the ever-developing environmental situation, both locally and nationally, and to meet the needs of all its partners. Our areas of work are therefore fluid and organic all the while maintaining a strong focus on local priorities.</p>

1.5 Your organisation's bank account:

All organisations making applications to the INCREASE III Programme must have a bank or building society account in the name of the organisation as shown in your governing document at the time of submission of this document. This bank account must be held within the UK.

Do you meet this requirement?	Yes			
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1.6 Your organisation's accounts:

All organisations making applications to the INCREASE III Programme must produce annual accounts. If you have been operational for less than twelve months you will need to produce an estimate of your first year's income and expenditure. You will need to submit this information at the time of submission of this document.

Do you meet this requirement?	Yes			
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1.7 Your current financial position:

Annual Turnover	294499
Grant Income	258330
Trading Income	36169
Mix of both (please give % breakdown)	12% trading income and 88% grant income (including landfill tax from distribution to community projects)

Section 2: About your Proposal:

2.0 Project name:

What is the name of your project? (In no more than ten words)

ABERDEEN CITY COMMUNITY COMPOSTING

2.1 Have you contacted your Regional CRNS Development Officer to discuss your proposal?

If you have not contacted your Regional CRNS Development Officer your application will be re-directed to the relevant Officer. You will receive a phone call to discuss your Proposal, after which you may submit your Outline Proposal document again.

Yes			
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2.2 Proposal summary including Programme outcomes:

Please describe your Proposal in no more than 500 words:

<p> THE CITY COMMUNITY COMPOSTING PROJECT RUNS ACROSS 9 SITES IN ABERDEEN CITY AND PROMOTES SUSTAINABLE WASTE MANAGEMENT PROCESSES COMBINED WITH SUSTAINABLE FOOD PRODUCTION. LOCATED AT A VARIETY OF COMMUNITY GARDENS, ALLOTMENTS AND HOUSING DEVELOPMENTS IN ABERDEEN, A PROJECT OFFICER COORDINATES RESIDENT AND VOLUNTEER ACTIVITY AT THE SITES. AS WELL AS COORDINATING THE PHYSICAL WORK INVOLVED IN TURNING AND SIEVING THE COMPOST THE PROJECT OFFICER IS RESPONSIBLE FOR PROMOTING THE BENEFITS OF COMPOSTING AND HOLDS A SERIES OF ACTIVITIES AT THE SITES THROUGHOUT THE YEAR. ALLOTMENT HOLDERS AND RESIDENTS PROVIDE THE GREEN WASTE WHICH IS SHREDDED (WHERE NECESSARY) AND STORED IN BAYS OR BINS. THEY ARE THEN ENCOURAGED TO VOLUNTEER THEIR TIME IN TURNING THE COMPOST, THEIR EFFORTS ARE SUPPLEMENTED BY THE PROJECT OFFICER LEADING A VOLUNTARY 'GREEN TEAM' OF VOLUNTEERS. THE GREEN WASTE IS TURNED ON A REGULAR BASIS AND THEN SIEVED, MATURED AND MADE AVAILABLE TO ALLOTMENT HOLDERS AND RESIDENTS FOR THEIR OWN PURPOSES. THE EFFORTS OF ALL CONCERNED ARE REWARDED ON A REGULAR BASIS WITH A SERIES OF SOCIAL EVENTS GEARED TO ENCOURAGE INTEREST IN THE COMPOSTING PROJECT WHILE PROVIDING REAL BENEFIT TO ALL CONCERNED. </p>

THIS TAKES THE FORM OF TALKS FROM RELEVANT PARTIES ON PERMICULTURE, ORGANIC GROWING, COMPOSTING ETC. THERE IS ALSO PLENTY OF OPPORTUNITY TO ALLOW FOR INFORMATION SHARING ON AN INFORMAL BASIS AND LOCAL RESIDENTS ARE ENCOURAGED TO ATTEND OPEN DAYS TO LEARN MORE ABOUT SUSTAINABLE WASTE MANAGEMENT AND FOOD PRODUCTION.

THIS WORK IS CARRIED OUT IN PARTNERSHIP WITH THE CITY COUNCIL'S SUSTAINABLE DEVELOPMENT TEAM AND THE WASTE TEAM. WE ALSO WORK WITH COMMUNITY SERVICE PLACEMENT TEAM ON THE VOLUNTEERING ELEMENT OF THE PROJECT.

THE FUNDING WOULD ENABLE ABERDEEN FORWARD TO PRODUCE AN EXIT STRATEGY FOR THE PROJECT AND WORK TOWARDS EACH SITE BECOMING SELF SUSTAINING. ORIGINALLY THERE HAD BEEN PLANS TO WORK WITH THE CITY COUNCIL TO FUND AN ALLOTMENT OFFICER BUT GIVEN ABERDEEN'S SEVERE FINANCIAL SITUATION THIS IS NO LONGER POSSIBLE.

150 TONNES OF WASTE IS DIVERTED FROM LANDFILL EACH YEAR THROUGH THE PROJECT AND 5 VOLUNTEER PLACEMENTS. THE VOLUNTEER PLACEMENTS INVOLVEMENT EQUATES TO APPROXIMATELY 200 HOURS PER YEAR AND THEY WORK TURNING THE COMPOST BAYS AND SIEVING THE MATERIAL.

Programme outcomes:

Please describe the planned outcome of your project against the following criteria. For weighting please see the Outline Proposal Guidance Notes.

Criteria	Outcomes of your project indicating over what period these are to be achieved
Tonnes diverted from landfill	150 PER ANNUM TOTAL OF 300 TONNES FROM 1 APRIL 2009 AND 2011
Testing or application of an innovative approach or project	DEVELOPMENT OF AN EXIT STRATEGY TO BRING ABOUT SUSTAINABLE WASTE MANAGEMENT IN THE CITY COMPOSTING SITES. COMBINING FOOD PRODUCTION WITH WASTE MANAGEMENT.
Social inclusion	RETENTION OF ONE JOB AND 5 VOLUNTEER POSTS TOTALLY APPROXIMATELY 200 VOLUNTEERING HOURS PER ANNUM
Financial sustainability	THE PROJECT WILL WORK TOWARDS A SUSTAINABLE FUTURE FOR THE SITES THROUGHOUT THE FUNDING PERIOD
Behavioural change	BRINGING ABOUT COMMUNITY COMPOSTING AT SITES. ENCOURAGING SHARING OF RESOURCES AND PROMOTING WIDER SUSTAINABLE WASTE MANAGEMENT
Integration with related/complementary services	LINKS WITH MASTER COMPOSTER PROGRAMME AS SITES ARE USED FOR TRAINING. PARTNERSHIP WITH MANOR AVENUE COMMUNITY GARDEN. JOINT WORKING AND RESOURCE SHARING WITH WASTE AWARE PROMOTIONS IN THE CITY AND SUSTANABLE FOOD PRODUCTION PROJECTS IE CFINE

2.3 Project start and end dates (dd/mm/yyyy):

Start Date	1 APRIL 2009	End Date	31 MARCH 2011
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Further Information:

2.4 Total Proposal costs:

(Please provide TOTAL Proposal costs over the course of the Proposal lifetime)

Year 1 (2008-9)	Year 2 (2009-10)	Year 3 (2010-11)	Total
	£24,652.00	£25,094.26	£49,746.26

How much funding from INCREASE III do you require over the course of the Proposal?

Year 1 (2008-9)	Year 2 (2009-10)	Year 3 (2010-11)	Total
	£17,152	£17,594.26	£34,746.26

Please list below other expected sources of income for your Proposal:

Source	2008 - 2009	2009 - 2010	2010 - 2011
ABERDEEN CITY COUNCIL		7,500	7,500

Section 2.5: Please describe previous INCREASE Programme (2004 - 2008) applications detailing the amount of award, project name and brief description of achievement (or not) of stated outcomes / targets.

Project Name	Amount of Award	Description of stated outcomes / targets and indication of success / progress
Grampian Real Nappy Project	130,430	Increase awareness of real nappy use in Grampian
Aberdeenshire Community Composting	29,995	Develop a community composting network in Aberdeenshire. Now running in 6 communities and funded by the council.
Green Team	17,930	Develop volunteering and placement opportunities in Aberdeen City's community composting programme.
Creative Waste Exchange	115,293	Set up a Creative Waste Exchange to divert materials from landfill and encourage people to view waste as a valuable resource.

Section 3: State Aid

Declaration

INCREASE funding is only available to projects that are not covered by the provisions of State Aid legislation. If your organisation receives funds through INCREASE and it is subsequently decided that this is in contravention of State Aid rules, your organisation may be required to repay the funds received.

Please tick this box to confirm that you have read and understood the guidance notes on State Aid:

One of the criteria is that funding received must not distort, or have the potential to distort, competition (for example, if a potential customer did not use your goods or services, could they buy an alternative from elsewhere?) Please tick this box if you can confirm that there is no commercial competition for the service that will be provided through this project:

A further test is that the activity funded must not affect trade between EU member states. Please describe the geographical location in which the service will be provided.

Please tick this box if you can confirm that the product or service could not be traded between EU member states and no non-UK EU-owned businesses offer similar goods or services in your location:

Please give details of any public funding received by your organisation in the past three years:

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I declare that the information in this application is complete and accurate:

Signature of Responsible Person:

Date:

Section 4: Data Protection Act 1998:

While we will accept all other information electronically, you must provide an original signature on your completed Outline Proposal. Please send e-mail and hard copies.

We will use the information you give us on the Outline Proposal during assessment and for the life of any grant we award you to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in INCREASE applications and grants, or for the prevention or detection of fraud.

We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Section 5: Freedom of Information (Scotland) Act 2002:

The Freedom of Information (Scotland) Act 2002 introduced important new rights to access information held by public authorities, including the Scottish Government. The Scottish Government is committed to publishing information proactively where possible. In relation to INCREASE III, for example, the Scottish Government, the CRNS and WRAP would intend to publish information on grants awarded and the purpose for which they were awarded. However, the Scottish Government also recognises the need for commercial confidentiality, as does the Act itself. Section 33(1)(b) of the Act lays down that “information is exempt information if..... its disclosure under this Act would, or would be likely to, prejudice substantially the commercial interest of any person”.

So, when publishing information relating to INCREASE III, the Scottish Government, CRNS and WRAP will take account of both freedom of information requirements and commercial confidentiality.

Section 6: Declaration

Your signature on this form confirms that you understand our obligations under the Data Protection and the Freedom of Information (Scotland) Act 2002, and that you accept that as long as our actions conform to the relevant law we will not be liable for any loss or damage that you suffer as a result of us fulfilling our obligations.

I declare that the information I have given on this form is correct and complete:

Date	26/8/08
Signature of Responsible Person	
Name (BLOCK CAPITALS)	LYNN SMITH
Position in organisation	MANAGER
Date	
Second signature of Responsible Person (Chairperson or Treasurer)	
Name (BLOCK CAPITALS)	
Position in organisation	

Section 7: Checklist

Applications will not be eligible if any of the information requested below is not received at the time of submission.

Document

Governing documentation (constitution, trust deed, memorandum of articles and association etc.)

Documents showing organisational status

Most recent Annual Review (if applicable).

Audited accounts for previous year.

Estimated income and expenditure information for first year of operations if trading for less than one year.

Enclosed (please tick)

Please submit a signed hard copy and e-mail version of the Outline Proposal and all supporting information to the following addresses:

INCREASE III Programme

Outline Proposal Form: Prevention

Please e-mail or post all documentation to the following address:

increase@crns.org.uk

CRNS
Suite 27
Stirling Business Centre
Wellgreen Place
Stirling
FK8 2DZ