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| **Zero Waste Scotland****Community Fridges Pilot Fund** **Application Form****February 2023** |

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**GUIDANCE NOTES**

As part of the wider support campaign to tackle the cost-of-living crisis, Zero Waste Scotland have set up the Community Fridges Pilot Fund with the aim to provide additional support to food redistribution organisations and expand their capacity.

This short term intervention is designed to spend in the 2023/24 financial year, i.e. all spending must take place prior to 31 March 2023. With learning from the Pilot, we hope to establish a new and larger Fund in 2023/24. Funds will be awarded as the Applications are assessed, until the funding is fully utilised.

The purpose of the pilot fund is to ascertain what is the need for this type of support and what would be its impact on reducing food poverty, preventing food waste and transitioning to a circular economy model.

The aim is to provide additional capacity to redistribution organisations in Scotland to receive, store and redistribute foods that otherwise would not be suitable due to their nature, i.e. frozen and chilled produce, dairy, perishable fruit and vegetables.

The pilot scheme will fully fund the purchase of refrigeration appliances for food use. This means that you can apply for funding for

* A fridge or a freezer
* A fridge and a freezer
* Equipment of domestic or commercial size

As an environmental organisation, we are very keen that applicants source re-furbished equipment, where this is available. We have attached a list of potential suppliers to this application. This is a list of suppliers that we are aware of and is in no way an endorsement or recommendation.

To be eligible for this pilot fund, applicants must be currently active in community food re-distribution and must be members or affiliates of any of the following:

* Registered or recognised national or regional redistribution networks;
* Registered or recognised national or regional faith networks;
* Registered or recognised national or regional charities or third sector organisations.

Please complete all sections of this form electronically; altering the size of the boxes and the position of the page breaks as necessary. Incomplete applications will not be assessed. Should you need to continue any section on additional sheets, please indicate the relevant section reference on each sheet, please also include appendices to support your application.

**SUBMISSION INSTRUCTIONS**

Please email one electronic copy of your completed application as soon as possible, and certainly no later than 10am on 20th March 2023 to ￼Grants@zerowastescotland.org,uk.

**WHAT HAPPENS NEXT**

We will aim to assess Applications within 5 working days of receipt and intend to confirm approvals on a weekly basis until no later than 25 March or until the funding is fully allocated, whichever event occurs first.

If Zero Waste Scotland is able to fund your project, we will get in touch with the authorised signatory who has signed off this application. We will ask that person to sign a Formal Offer Letter, which includes the terms and conditions of our offer of funding. They will be asked to sign this using Docusign, software that allows contracts to be completed using an e-signature. The person signing does not need any specialist software to be installed on their equipment to be able to use Docusign.

Once that Offer Letter has been returned, we will authorise our Finance Team to make a payment to you, to the value identified in this application.

We will further expect that, once you have the funding, you will immediately purchase the relevant equipment We expect you to evidence that you have used the funding as intended, by providing evidence (eg photographs of the equipment on site). We may also provide some Zero Waste Scotland branding (eg stickers) to be placed on the equipment that we may use in promotional activity in the event that we are able to extend this pilot into the next financial year.

We will also ask for information to evaluate the impact of this initiative.

These matters are addressed in the Offer Letter.

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# Section 1: The Applicant

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| **1.1 Name and Address of Applicant (i.e. the organisation seeking funding)** |
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| **1.2 Contact details for the person completing the application, in case of clarification** |
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| **1.3 Registered Address (if different from above)** |
|  |
| **1.4 Company/Charity Registration Number** |
|  |
| **1.5 Eligibility: Where does the Applicant operate from and what are the operating times?** |
|  |
| **1.6 Eligibility: If the Applicant is a member or affiliate of any networks or organisations, please give details below.** |
|   |
| **1.7 When did the Applicant begin operations or start trading?** |
|  |
| **1.8 Number of Employees, if any** |
|  |
| **1.9 Number of Volunteers**  |
|  |
| **1.10**  **Number of Beneficiaries who benefit from the redistribution activities monthly**  **(estimate)** |
|  |
| **1.11 No. of Meals distributed monthly (estimate)** |
|  |
| **1.12 Who should Zero Waste Scotland contact to discuss this application, if required?** |
|   Name: Role: Telephone: Email address: |

# Section 2: Proposal Details

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| **2.1** **Please provide a brief summary of your current organisation’s activities, including:****- the main geographical area covered by your food redistribution,** **- the demographic of your beneficiaries** **- and the sources of supplies.**  |
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| 2.2 Please provide details of * The equipment you propose to buy
* Whether the equipment is of domestic or commercial standard
* The reasoning for those decisions
 |
|  |
| 2.3 Will the equipment provide additional refrigerated capacity? |
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| **2.4 If this is replacement capacity, why is the replacement required and what will you do with the existing equipment?** |
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| **2.5 Please tell us where the equipment will be installed, and how it / that building is secured and how it will be insured.**  |
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| **2.6 Please give details on how the funding will support increasing your capacity to receive, store and distribute food including the associated impact/benefit. This can be identified as a percentage or expected quantities.** |
|  |
| **2.7 Please identify the impacts and benefits of the increased capacity.** |
|  |
| **2.8 Health and Safety**Please provide a copy of your Health and Safety Policy and risk assessments for your site. Please provide details of any HSE-reported site accidents over the last five years and details of any prosecutions or cautions in respect of violations of Health and Safety legislation. (If none, please state “None”.) Please describe what measures will be undertaken to ensure the health and safety of staff and service users, including: access to the equipment, food security, ensuring stock rotation and ensuring that vulnerable people (eg children) can't access and/or lock themselves in. |
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# Section 3: Project Details

If the Applicant is NOT VAT Registered, Zero Waste Scotland is able to make the payment to the Applicant inclusive of VAT.

If the Applicant is VAT Registered, Zero Waste Scotland must make the payment exclusive of VAT.

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| **Is the Applicant VAT Registered? Please state Yes or No** |
|  |
| **If the Applicant is VAT Registered, what is the VAT Registration Number?** |
|  |

If the Applicant **is NOT VAT Registered**, please complete the following table:

| **Description of equipment**  | **Total Cost****(Including VAT)****£** |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **TOTAL (all Items)** | **£** |

If the Applicant **is VAT Registered**, please complete the following table:

| **Description of equipment**  | **Total Cost****(Excluding VAT)****£** |
| --- | --- |
|  |  |
|  |  |
|  |  |
| **TOTAL (all Items)** | **£** |

As Zero Waste Scotland is committed to making payment in advance for this funding, please complete the New Supplier Form attached to this Application in line with the instructions on that Form. This will help us to minimise any delays in getting the payment to you if your application is successful.

# Section 4: Supplementary Information

| **5.1 If you have any other relevant information you would like to add to support your application, please include it here or as an attachment and list your appendices below:** |
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# Section 5: Application Declaration

I declare that:

The information given on this form and in any other documentation that supports this application is accurate to the best of my knowledge.

I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the application process, or where any material information is knowingly withheld, this could (at the discretion of Zero Waste Scotland) render my application invalid and any funds received by us will be liable for repayment.

I confirm that my organisation will take all reasonable precautions to ensure that any funding received will not be misused or misappropriated in any way. In the event of a fraud, I understand that Zero Waste Scotland may take legal action to recover any misappropriated funds.

I confirm that the project would not proceed in the absence of this grant and no other grants are available to the organisation to fund the project. Any co-funding must be provided by the organisation.

I agree that the information supplied on this form, including individual contact information, will be used to chart the success of the project and for Zero Waste Scotland monitoring purposes.

Disclaimer

The decision whether or not to offer funding support to any potential recipient rests solely with Zero Waste Scotland and disclaims all liability arising from the failure of any applicant to secure funding. Zero Waste Scotland shall not be required to provide reasons for any decision to refuse to award funding to any particular applicant. Furthermore, Zero Waste Scotland disclaims all responsibility for consequences arising from advice given or equipment procured. This provision shall apply whether the advice or equipment is given by Zero Waste Scotland directly or by contractors appointed by the recipients using funding supplied by Zero Waste Scotland. Successful applicants will be required to share information regarding the provision of funding with Zero Waste Scotland.

Applicants applying for grants from Zero Waste Scotland are asked to note the information contained within this disclaimer before deciding whether or not to apply for funding.

To be signed by the authorised signatory.

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| --- | --- |
| Signed: |       |
| Print Name: |       |
| Position: |       |
| Name of Organisation: |       |
| Date: |       |

To be signed by an Authorised Signatory (if above is not Authorised Signatory)

|  |  |
| --- | --- |
| Signed: |       |
| Print Name: |       |
| Position: |       |
| Contact email address and phone number |       |
| Date: |       |

Appendix 1: List of Potential Suppliers of Reuse Equipment

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| --- | --- | --- | --- |
| **ORG NAME** | **CONTACT NAME** | **CONTACT EMAIL** | **LOCATION** |
| Tayside Reusers | Craig Anderson | craig@taysidereusers.co.uk  | Dundee |
| Home from Home | Michelle Wylie | enquiries@homefromhome.plus.com  | Dumbarton |
| Cunninghame Furniture Recycling  | Jordon Easton | jeaston@chaltd.org  | Irvine |
| RAMH Life skills | Kathleen Gallagher | kathleen@ramh.org  | Paisley |
| Transform  | David Nicoll | dnicoll@transformcd.org  | Perth |
| Transform Community Development | David Nicoll | dnicoll@transformcd.org  | Dundee |
| Salvation Army Trading  | Alan Rankin | Alan.Rankin@satcol.org | Glasgow |
| Transition Stirling | Kate Hamilton | kate@transitionstirling.org.uk | Stirling |
| Four Square | Jane Devine | janed@foursquare.org.uk  | Edinburgh |
| Second Opportunities  | Brian Jenkins | brian.jenkins@newtwo.org.uk  | Glasgow |
| Lori / Grab Trust  | Graham Love | graham.love@grab.org.uk  | Argyll & Bute |
| Shax | Joyce Harkness | joyce.harkness@shax.org.uk  | Dumfries |
| Furniture Plus | Colin Bruce | colin@furnitureplus.org.uk  | Dysart & Dunfermline |
| Push Reuse centre  | Catriona Palumbo | manager01@pushinfo.org  | Perth |
| Community Reuse Shop  | Wilma White | wilma@reuseshop.org.uk  | Stranraer |
| Somebody Cares | Cami Toderas | cami@somebodycaresuk.org  | Aberdeen |
| Shetland Home Company  | Steven Coutts | steven.coutts@cope.ltd.uk  | Shetland |
| Home Comforts  | Stephen Geddes | Stephen.Geddes@wheatley-group.com | Glasgow |
| Stella’s Voice  | Mark Morgan | mark@stellasvoice.org  | Peterhead |
| Starter Packs Glasgow – Magpies Eyes | Gavin Dunbar | gavindunbar@starterpacks.org.uk  | Glasgow |
| Castle Furniture | Debbie Finlayson | debbiefinlayson@castlefurniture.org | Fife |
| New Start Highland | Mairi Macaulay | mairi@newstarthighland.org | Highland  |
| Instant Neighbour | Susan Cheyne | susan.cheyne@instantneighbour.co.uk | Aberdeen |
| Recycling First | Tom Logan | recyclingfirstel@gmail.com | East Lothian |

