

Project Funding Agreement
Ref: NIP008-002 PO:11988

Jill Eagleson
Mid Ulster District Council
Recycling Officer
Ballyronan Road
Magherafelt
BT45 6EN

29 January 2018

Dear Jill,

Re: WRAP Local Authority Support: Dry Recycling Waste Communications to Householders.

We have reviewed your recent expression of interest and I am pleased to inform you that WRAP has agreed to offer Mid Ulster District Council a grant award of **£10,383** subject to your signed acceptance below and the submission of any required prerequisites.

Please note the items outlined in the Key Conditions section of the contract. This award is subject to monitoring and evaluation criteria being agreed. The metrics outlined in Section 1.2 of this Agreement will form the basis for reporting progress to DAERA in the form of a Post Project Review (PPR) Form (included as Project Schedule, Annex 1).

Important: Grant funds can only be used towards the eligible items detailed in the Project Schedule below and your project must be completed within the agreed timescales. In order to drawdown your grant, you will be required to complete a Grant Claim Form (template enclosed) attaching the required evidence as detailed in the milestones table.

If you wish to accept this award, please can an authorised signatory read and accept the full terms and conditions below, and sign and return this document to myself, Kathryn Tims (Project Manager) at the address above or by email to: kathryn.tims@wrap.org.uk.

Please find enclosed a New Grant Recipient Account Request Form template which should be completed on your headed paper and returned with the signed terms and conditions if you have not received a grant payment from WRAP in the last 6 months. On receipt of these documents we will issue a Purchase Order which should be referenced when making your claim as described above.

Should you have any questions or require further information please contact me on 028 9590 8023 or 07773 961894. Congratulations on receiving a grant award from WRAP, we look forward to working with you on this new project.

Yours sincerely

Kathryn Tims, Project Manager, NI

Enclosures:

Project Schedule & Terms and Conditions (including Annex 1, Post Project Evaluation Form)
Grant Claim Form Template

PROJECT SCHEDULE

Document Version No: 1

The Contract Number: NIP008-002: PO 11988

(Definitions)

1. “The Project”

- 1.1 The aim of this project is to deliver a communication campaign with the aim of influencing and encouraging householders in the Mid Ulster District Council area to reduce dry recycling waste.
- 1.2 The campaign will deliver the following performance targets by the **31st March 2018**:
- To design and print 55,000 dry recycling “Unusual Suspects” leaflets; and
 - To design and print 10,000 Dry recycling Scheme accepted materials bin stickers.
- 1.3 WRAP shall provide funding support towards the eligible items detailed in Section 2 ‘Project Costs’ which shall lead to the following benefits:
- Increased awareness of the Council’s dry recycling communications service
 - Increased understanding by residents of which dry recyclables should be recycled
 - Dry recyclables diverted from landfill

2. “Project Costs”

- 2.1 The grant funds shall contribute towards the following eligible items only:

ITEM	Description/Deliverables	Total (Exc VAT)	Grant Contribution from WRAP (Exc VAT)
1	Design and print, 55,000 blue bin “Unusual Suspects” leaflets	£2,643	£2,643
2	Distribution company to distribute leaflet to 55,000 households.	£5,000	£5,000
3	Design, print and delivery of 10,000 A4 instructional bin stickers	£2,740	£2,740
	TOTAL	£10,383	£10,383

3. “Timescales & Milestones”

- 3.1 **Project commencement** date shall be: On the last date signed by contract parties.
- 3.2 **Project completion** date shall be: on or before the final milestone

Milestone	Description	Date	Grant Payment
1	ALL communication activities listed in Section 2 should be completed.	31 March 2018	£10,383
		Total	£10,383

4. “Monitoring & Evaluation”

- 4.1 On completion of the project the Recipient agrees to provide WRAP and the Department of Agriculture, Environment and Rural Affairs with on-going monitoring information. The Recipient shall report of Project progress by submitting a post project evaluation progress report to the Department. The Department reserves the right to return any report for rewriting should the Department, in it's sole discretion, deem the report is not of the standard expected.
- 4.2 All reports and monitoring data shall be submitted on the prescribed templates issued to the Recipient by the Department. The Post Project Review (PPR) Form is included as Project Schedule, Annex 1. Completed PPR's should be returned to the Department no later than the 30th April 2018.

5. “Contacts”

- 5.1 Day-to-day contact at for any queries relating to this grant shall be:

For WRAP:

Kathryn Tims

Email kathryn.tims@wrap.org.uk

Tel: 028 9590 8023 or 07773 961894

For Local Authority:

Name: Jill Eagleson

Email: jill.eagleson@midulstercouncil.org

Tel: 03000 132 132

TERMS AND CONDITIONS

Between: **The Waste and Resources Action Programme** (Company No. 4125764) whose registered office is at 2nd Floor Blenheim Court, 19 George Street, Banbury, OX16 5BH (“WRAP”)

And **Mid Ulster District Council** (the “Recipient”) whose office is at Ballyronan Road, Magherafelt BT45 6EN.

NOW IT IS HEREBY AGREED as follows:

This agreement shall come into force when both parties have executed the agreement.

1. KEY OBLIGATIONS

1.1 The Recipient undertakes:

- 1.1.1 to carry out, or procure the carrying out of, the Project, in accordance with the terms of this Agreement, in a good and workmanlike manner, with good quality materials and substances of their respective kinds, in accordance with the Project application and also with any regulatory consents, and to undertake due monitoring of the progress of the Project;
- 1.1.2 to report on the progress of the Project to WRAP as required by WRAP;
- 1.1.3 to meet and liaise with WRAP or their appointed staff as reasonably required by WRAP;
- 1.1.4 to permit WRAP, WRAP’s staff or appointed contractor to inspect the Project, discuss any Progress Reports and/or any payment applications as they may reasonably require during normal working hours and on reasonable prior notice and provide them with or ensure that they are provided with all necessary assistance and facilities for such purpose;
- 1.1.5 to report to WRAP in the requested manner and at the requested time;
- 1.1.6 to commence, or procure the commencement of, the Project on the Project Commencement Date;
- 1.1.7 to complete, or procure the completion of, the Project on or before the Project Completion Date.
- 1.1.8 The Recipient will, unless WRAP agrees otherwise, repay to WRAP any Project Funding paid to it as a result of an administrative error by WRAP, the Recipient, or any other person.
- 1.1.9 The Recipient will liaise with the WRAP Project Manager to develop and sign off the communication activity schedule;
- 1.1.10 The Recipient will liaise with the WRAP Project Manager and ensure WRAP communication template materials are used correctly.
- 1.1.11 the Recipient agrees to provide WRAP with project monitoring information detailed in 5 of the project schedule.

2. CONTRACTOR’S REPRESENTATIONS

- 2.1 The Recipient represents to WRAP at all times that the following representations are true and accurate in all material respects, and are not misleading, and will notify WRAP of any breach of any of such representations at the earliest opportunity:
 - 2.1.1 the Recipient is duly incorporated and validly existing and the Recipient has the power to enter into and perform, and has taken all necessary corporate action to authorise its entry into and performance of, this agreement;
 - 2.1.2 no breach of this agreement is continuing; and
 - 2.1.3 all information provided to WRAP for the purposes of this agreement is true and accurate as at the date it was provided and as at the date of this agreement.

3. INDEMNITY AND INSURANCE

- 3.1 The Recipient will, on demand, indemnify and agrees to keep indemnified WRAP against all costs, expenses, actions, charges, claims, damages, proceedings and other liabilities sustained or incurred by WRAP as a result of any breach of this agreement by the Recipient.
- 3.2 The Recipient will maintain appropriate insurance cover for the Project with reputable insurers (and provide evidence of such insurance to WRAP on request).

4. CONFIDENTIALITY

- 4.1 The Recipient will not make or consent to the making of any public statement or announcement, or engage in any promotional activity concerning this agreement or WRAP without WRAP's consent, not to be unreasonably withheld or delayed. Where WRAP provides such consent, the Recipient will acknowledge WRAP in any publicity material.
- 4.2 The design of all publications in any media produced by the Recipient in relation to this agreement must conform to standards communicated by WRAP from time to time to the Recipient and templates must be approved by WRAP or their appointed contractor in advance of publication.
- 4.3 The Recipient undertakes to maintain in confidence and not use for any purpose other than the performance of this agreement all information acquired or generated in consequence of this agreement or otherwise relating to WRAP which comes into its possession save where such information:
 - 4.3.1 is in the public domain;
 - 4.3.2 enters the public domain lawfully and through no breach of any obligation of confidentiality;
 - 4.3.3 is disclosed to the Recipient by a third party acting lawfully;
 - 4.3.4 is the subject of the express consent of WRAP for publication or disclosure; or is obliged to be disclosed by law.
- 4.4 WRAP may disclose information concerning the Project and the Recipient:
 - 4.4.1 to third parties in order to promote, as it thinks fit, its association with the Project and for the purposes of research, reporting to the government or any public bodies and provision of publicly available information, provided the information is not of a confidential nature and the Recipient has notified WRAP in writing of that confidentiality; and
 - 4.4.2 to its professional advisers and technical consultants as required solely for the purposes of this agreement.

5. TERMINATION

- 5.1 WRAP may terminate this agreement immediately by written notice if:
 - 5.1.1 One of the following insolvency events occurs:
 - (a) a receiver, trustee or similar officer is appointed in respect of the whole or any part of the undertaking or assets of the Recipient or its assets;
 - (b) any action is taken for or with a view to the winding up (which includes, where such person is or has legal status other than as a company (as defined in the Companies Act 1985) any corresponding process applicable to that person) or administration of the Recipient (or the bankruptcy of the Recipient where applicable);
 - (c) the Recipient becomes, or is deemed to be insolvent (or, where applicable, bankrupt), unable to pay its debts as they fall due, or is deemed under applicable law to be so, or has an excess of liabilities over assets (taking into account contingent and prospective liabilities); or
 - (d) the Recipient ceases to operate (or, where applicable, dies or ceases to have legal capacity).
 - 5.1.2 the Recipient fails to comply with the terms of this agreement in any material respect (unless such non-compliance is remediable in the opinion of WRAP);

- 5.1.3 any representation made by the Recipient is or proves to have been incorrect or misleading in any material respect (unless such representation is remediable in the opinion of WRAP), and in such circumstances WRAP shall cancel all further payment under this agreement and may, at WRAP's discretion, demand repayment of all monies already paid for the Project (and the Recipient shall comply within any such demand).
- 5.2 WRAP will also have the right to terminate this agreement at any time by notice to the Recipient and in such circumstances WRAP will pay the Recipient a fair and reasonable amount for the Project completed to the satisfaction of WRAP before the date of termination but the Recipient will not be entitled to any other payment or recourse from WRAP.
- 5.3 In the event of termination, the Recipient will promptly provide WRAP with a full report on the status of the Project together with all information, documentation, property and materials relating to the Project as soon as reasonably practicable and in any event within 14 days.

6. MISCELLANEOUS

- 6.1 Terms will have the meaning given to them in Project Activity Schedule above (Definitions).
- 6.2 Any notice under this agreement will be in writing and served by sending the same to the other party at its address set forth above marked for the attention of the company secretary or such other address from time to time notified by that party for the purpose of notices under this agreement.
- 6.3 The Recipient shall not assign or transfer any of its rights and/or obligations under this agreement.
- 6.4 The Recipient shall not enter into any subcontract for the performance of its obligations under this agreement except with the prior written consent of WRAP. Where a subcontract has been consented to by WRAP this shall not relieve the Recipient of any of its obligations under this agreement.
- 6.5 This agreement comprises the entire understanding of the parties in relation to the matters referred to in this agreement.
- 6.6 The authorised officers for the receipt of all day to day communications relating to this agreement shall be as stated in the Project Schedule hereto under day-to-day contacts.
- 6.8 Nothing in this agreement is intended to confer on any person any right to enforce any provision of this agreement which that person would not have had but for the Contracts (Rights of Third Parties) Act 1999.
- 6.9 The provisions of Clauses 4 (Confidentiality), 5 (Termination) and 6 (Miscellaneous) will survive the termination of this agreement irrespective of the reason for termination for a period of 6 years.
- 6.7 This agreement when executed by both parties shall become legal document covered under English and Welsh law.

IN WITNESS WHEREOF, the parties have executed this agreement.

For and on behalf of: **The Waste and Resources Action Programme**

Signature:



Print name:

Dr Ian Garner

Title:

Head of WRAP Northern Ireland

Date: 29.1.18

For and on behalf of: **Local Authority: Mid Ulster District Council**

Signature:

Print name:

Title:

Date:

The above has full authorisation of the Recipient to act as signatory in respect of this grant agreement.

Project Schedule, Annex 1

DAERA PPR Template



DRY RECYCLING WASTE COMMUNICATIONS FUND FOR COUNCILS 2017-18

POST PROJECT REVIEW (PPR) FORM

COUNCIL:

(TO BE COMPLETED BY COUNCIL)

Post Project Review (PPR) is sometimes referred to as Post Project Evaluation (PPE)

The aim of the Post Project Review (PPR) is to examine the efficiency and effectiveness of the project. It is the main substance of an Ex post evaluation and follows on from the Project Evaluation Review (PER). It compares outturn against estimated costs and benefits and generally reviews success in achieving objectives.

The PPR should ideally be carried out by an independent source (i.e. someone outside of the project team). It is normally carried out after a suitable time has elapsed to allow the project to have become embedded. The timing for the review will be stated within the Funding Agreement.

1. Assessment of Project Objectives

Taking the objectives from the original application/economic appraisal, assess whether they were achieved or not and provide some commentary to support this i.e. recycling rate increases, amount diverted from landfill and so on.

Objective (as specified in the original application/economic appraisal)	Explanation/Commentary

2. Tonnage Table

Tonnage data for mixed and separate dry recycling waste collection schemes. This would be comparison data between the three months following the end of your communications activity and April to June 2017. It would be helpful if this was also presented as kg/hh/wk (i.e. the total kg collected in a week (or average week) divided by the total number of households served)

Material Collected	Apr to Jun 2017	Apr to Jun 2018*	Difference
Tonnages			
Mixed Dry Recycling Waste Collection (kg/hh/pw)			
Separate Dry Recycling Collection (kg/hh/pw) (add rows as necessary)			

*** provisional figures**

3. Assessment of Monetary costs and benefits

Please provide the estimated recurrent cost/benefits (these should be consistent with what was outlined in the options appraisal) and the actual cost/benefits in the box below.

COSTS			
Description of costs	Estimated Costs (£)	Actual Cost (£)	Variance (%)
BENEFITS			
Description of benefit	Estimated Benefit (£)	Actual Benefit (£)	Variance (%)
Benefit to waste operational savings from additional dry recycling waste recycled			

If any cost varied by more than 10% please provide an explanation for this in the box below:

4. Additional Information as a consequence of the Communications project

In the table below, please provide if known:

- Any indication of numbers of individuals reached through your communications activities, e.g. Opportunities To See (OTS), Added Value Equivalent (AVE) for advertising;
- Any consumer / customer feedback information;
- Any identified issues with contamination, e.g. is food in packaging being presented?
- Any set out / participation data you may have pre and post intervention;
- Number of requests for containers / liner sacks, etc.

Additional information	Details
Numbers of households reached through our communications activities	

Any consumer / customer feedback information	
Any identified issues with contamination	
Any set out / participation data you may have pre and post intervention	
Number of requests for containers / liner sacks etc	
Number of bin stickers applied	
Number of leaflets/letters issued	
Relevant digital analytics e.g. website and social media	
Examples of dry recycling communications used	

5. Non-monetary benefits assessment

Evaluate to what extent the non-monetary benefits identified in the application/economic appraisal either have or have not been achieved and provide explanations to support this.

Non Monetary benefit (as specified in the original application/economic appraisal)	Explanation

Identify any additional Non-Monetary benefits not previously anticipated in the original application/economic appraisal in the box below.

6. Risks

In the box below detail any instances where impacts from identified risks required management/mitigation of and how well they were handled. Also outline any risks that were not foreseen and explain how these risks were handled.

Risk	Explanation

7. Value for Money

Value for money (VFM) requires an overall assessment of all the aspects considered in the evaluation. That is, using the boxes provided make a judgement as to the extent to which the project delivered value for money taking into account costs and benefits. Make sure to justify your VFM judgement in the box provided.

Given the information presented above do you believe the project still represented value for money?

☐ Yes ☐ No

Please use the box below to comment on the overall success of the project and demonstrate why the project did/did not provide VFM.

8. Lessons learned

Were any lessons learned about the ongoing project management with respect to preventing cost overruns, achieving objectives and managing the realisation of benefits that might benefit others conducting similar projects? Identify factors that went well with respect to the management of the project, which can be usefully applied to future projects.

Comments – you may add further comments about the project. You may attach reports or evidence of project achievements. List any attachments here

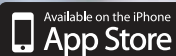
9. Dissemination of Lessons learned from the Project Evaluation

Please state in the box below how the Lessons Learned from this project evaluation will be disseminated amongst relevant staff.

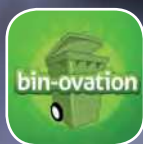
PPE completed by

Date PPE Completed

Please email this form, once completed, to [Philip Palmer, Rethink Waste and EU Funding Team, Environmental Policy Division, DAERA](mailto:philip.palmer@daera-ni.gov.uk) at philip.palmer@daera-ni.gov.uk



Download the
Bin-Ovation FREE app



Your Guide to **Recycling**

It really does make a difference!

Every single item that you recycle or re-use makes a real difference – to our environment, to the costs of waste disposal and to the recycling targets which we have to meet.

The good news is that Mid Ulster has consistently had the highest recycling rate of all the council areas here, and that's thanks to the efforts of our residents.

Call 03000 132 132
www.midulstercouncil.org/recycle



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

Let's **sort it out!**

A large collection of various household items including food, cleaning products, and tools, illustrating the need for sorting.

A large, blue, rectangular recycling bin with a black wheel at the bottom right corner. The bin has a lid with a handle and a small latch. It is set against a white background with a blue border.

Please remember, you must not use your blue bin to dispose of:

- ✗ Polystyrene or shredded paper
- ✗ Dirty waste
- ✗ Ceramics or pottery
- ✗ Food
- ✗ General waste



Let's **sort it out!**



Brown Bin Food & Garden waste

Your brown bin is for food waste and garden waste. Use your handy kitchen caddy for your food waste and when it's full, empty it into your brown bin. Please remember, you must not use your brown bin to dispose of:

- ✗ Soil or stones
- ✗ Packaging
- ✗ Pet, animal waste or cat litter
- ✗ Plastic bags
- ✗ Waste that won't rot



Keep your caddy clean! Line with kitchen paper, newspaper or compostable liners

Liners are available from our recycling centres and council offices for £1 per roll.



garden waste	bread & pastries	dairy	fish	egg shells
food waste	fruit & vegetables	meat & bones	tea & coffee grounds	cold ashes

Black Bin Non-recyclable waste

Your black bin is for waste that cannot be recycled, such as:

- ✓ Nappies / sanitary waste
- ✓ Polystyrene
- ✓ Wrappers / cling film
- ✓ Pet waste / cat litter

You must never use your black bin to dispose of food waste! All food waste, from vegetable peelings to plate scrapings must be recycled through your brown bin.



Bin it **Right!** Get the right materials in the right bin



If you put the wrong waste in the wrong bin, we **will not be able to empty it** and you will have to remove the incorrect materials before your next collection day.

We are unable to collect bags of waste placed at the side of your bin and bins which are too full or which have no lids will not be collected.

Collection Days Check your bin collection day online



If you are not sure when your bins are collected, you can check online by entering your address at www.midulstercouncil.org/mycollectionday.

- You can also check via our **Bin-ovation app** or by contacting us directly.
- And don't forget to leave your bins at the kerbside by **7.30am** on your collection day.

Buying a Bin

Purchase a bin from any of our depots

You can buy a standard size (240 litre) **blue, brown or black** bin at any of our depots, where replacement lids and wheels can also be purchased.

You can choose to collect your bin or to have it delivered (**£9 delivery charge**).



Cookstown Office

Burn Road,
Cookstown,
BT80 8DT

Dungannon Office

Circular Road,
Dungannon,
BT71 6DT

Magherafelt Office

Ballyronan Road,
Magherafelt,
BT45 6EN

Opening Hours: Monday - Friday 9am - 5pm
Call us on 03000 132 132

Bulky Household Collections

If you need to dispose of bulky items, such as cookers, fridges, washing machines, furniture, carpet or mattresses, we provide a collection service for up to 3 items from the kerbside at your property.

You can request a bulky collection online at www.midulstercouncil.org/bulkycollections.



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We aim to collect within
14 days of receiving your request.

**good to
know**

Recycling Centres

As well as your bins, there are also 12 centres across Mid Ulster for recycling and disposing of household waste.

- Ballymacombs Recycling Centre
- Castledawson Recycling Centre
- Clogher Recycling Centre
- Coalisland Recycling Centre
- Cookstown Recycling Centre
- Moneymore Recycling Centre
- Drumcoo Recycling Centre
- Fivemiletown Recycling Centre
- Maghera Recycling Centre
- Magherafelt Recycling Centre
- Draperstown Recycling Centre
- Tullyvar Recycling Centre



Our centres are all free to use (except for the disposal of commercial waste).

For opening times visit www.midulstercouncil.org/recyclingcentres or download our Bin-ovation app.

What's accepted at our Recycling Centres

-
- | | | |
|----------------------|---------------------|----------------------|
| ✓ Aerosols | ✓ Batteries | ✓ Car Batteries |
| ✓ Cardboard | ✓ Fluorescent Tubes | ✓ Food & Drinks Cans |
| ✓ Fridges & Freezers | ✓ Garden Waste | ✓ Glass |
| ✓ Paper | ✓ Scrap Metal | ✓ Small Appliances |
| ✓ Textiles | ✓ TVs & Monitors | ✓ Used Engine Oil |
| ✓ Large appliances | ✓ Plastic bottles | ✓ Hard plastics |
| ✓ Wood & Timber | ✓ Vegetable Oil | ✓ Paint |
-

Thanks for Recycling

It really does make a difference!

If you require recycling information for your household, recycling stickers for your bin or have any other recycling queries, please contact a member of the recycling team:

T: 03000 132 132

E: recycling@midulstercouncil.org

W: www.midulstercouncil.org/recycling

1. Blue Bin Recycling Sticker

Into the blue bin!

			
mixed paper & card	plastic bottles	household plastic packaging	large tins
			
foil trays	cartons	food tins & drink cans	mixed glass bottles & jars
		NO THANKS!	
aerosols	telephone directories	<ul style="list-style-type: none"> ✗ NO nappies ✗ NO polystyrene or shredded paper ✗ NO dirty waste ✗ NO ceramics or pottery ✗ NO food or any other general waste 	

 **Remember to leave your bins at the kerbside by 7.30am on collection day.**

Call 03000 132 132
Email: recycling@midulstercouncil.org
www.midulstercouncil.org/recycling



2. Brown Bin Recycling Sticker

Feed your brown bin!

			
garden waste	bread & pastries	dairy	fish
			
food waste	fruit & vegetables	meat & bones	tea & coffee grounds
		NO THANKS!	
egg shells	cold ashes	<ul style="list-style-type: none"> ✗ NO soil or stones ✗ NO packaging ✗ NO pet, animal waste or cat litter ✗ NO plastic bags ✗ NO waste that will not rot 	

Download Bin-Ovation FREE Recycling App
Use the latest technology to help you Reduce Re-use & Recycle better for Mid Ulster!


Available on the
App Store


GET IT ON
Google play



3. No Food Waste Bin Sticker

No food waste please!

Remember to use your brown bin for food waste all year round

Call 03000 132 132

www.midulstercouncil.org/recycle



Comhairle Ceantair
Lár Uladh
Mid Ulster
District Council

**Remember to
leave your bins at
the kerbside by 7.30am
on collection day.**

This Householders' Recycling Guide
is available to download in:

- Lithuanian
- Polish
- Russian
- Tetum
- Portuguese
- Slovak
- Bulgarian

Visit www.midulstercouncil.org/recycling
Call 03000 132 132