

Environment, Marine & Fisheries Group
Environmental Policy Division



Department of
**Agriculture, Environment
and Rural Affairs**

www.daera-ni.gov.uk

AE2-18-5701

Mark McAdoo
Head of Environmental Services
Mid Ulster District Council

Waste Recycling and EU Funding
2nd Floor Klondyke Building
Cromac Avenue,
Gasworks Business Park
Ormeau Road,
Belfast BT7 2JA
Telephone: 028 9056 9585

28 September 2018

Dear Mark,

Local Council Behavioural Change Project 2018-19

Thank you for your recent application received on 27 July 2018 in respect of funding for a Behavioural Change Project grant.

I am pleased to inform you that your application has, in principle, been recommended for funding subject to a contract being agreed and signed with the Department. The amount of funding to be offered is up to £56,000 (exclusive of VAT).

May I remind you that the purpose of the grant is to support assertive communications to effect behaviour change in household recycling and in the post project evaluation required under the funding agreement the Department will look for evidence of increased recycling rates as anticipated in the project application.

The Department, as part of our audit arrangements, reserves the right to inspect original documentation so please ensure that original invoices for work and quotations are held.

Please also ensure that the required number of quotations is sourced when procuring items and monitor and evaluate the impact of the communications you deliver as part of the funding agreement.

Can you please consider and, if you agree, sign the attached acceptance form for the funding and return it to me as soon as possible.

A living, working, active landscape valued by everyone.

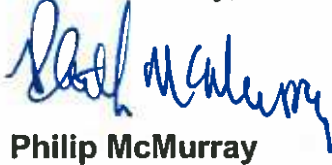
If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



**INVESTORS
IN PEOPLE**

Do not hesitate to contact me if you would like to discuss any aspects of this letter or have any questions.

Yours sincerely,



Philip McMurray

Environmental Policy Division

Enc: Funding agreement and grant acceptance form

A living, working, active landscape valued by everyone.

If you are deaf or have a hearing difficulty you can contact the Department via the Next Generation Text Relay Service by dialling 18001 + telephone number.



Project Title: Local Council Behavioural Change Project 2018-19

Recipient Name: Mid Ulster District Council

Issue Date: 28 September 2018

Department of Agriculture, Environment and Rural Affairs

Local Council Behavioural Change Project 2018-19

FUNDING AGREEMENT

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Department of Agriculture, Environment and Rural affairs

Local Council Behavioural Change Project 2018-19

Mid Ulster District Council

This Funding Agreement is made this 28th day of September 2018

Between The Department of Agriculture, Environment and Rural Affairs, 2nd Floor Klondyke Building, Cromac Avenue, Gasworks Business Park, Ormeau Road, Belfast, BT7 2JA (“the Department”)

And Mid Ulster District Council

Project Manager for DAERA **Wendy Cooke**; DAERA, Environmental Policy Division, 2nd Floor Klondyke Building, Cromac Avenue, Gasworks Business Park, Ormeau Road, Belfast, BT7 2JA.

Main Contact - project manager for the Recipient Mark McAdoo
Head of Environmental Services

Funding amount: The Department has agreed to award funding of up to a maximum of **£56,000** in respect of funding for the Behavioural Change Project. The award is offered on the basis that providing this funding will assist in meeting targets for the overall Waste Recycling Programme.

Mid Ulster District Council Total £56,000 excl VAT

Timescales: The targets as set out in the application must be achieved not later than 31 March 2019. Mid Ulster District Council must undertake an evaluation of the success of the initiative and send it to the Department by no later than 30 June 2019 as described in section 12 of the application.

STANDARD TERMS AND CONDITIONS

1. GENERAL

- 1.1 The Funding shall be spent exclusively on the activities outlined in the application.
- 1.2 No significant change to the Project, or its implementation, from the details specified in the application and this Funding Agreement shall be made without the prior consent in writing from the Department.
- 1.3 The Recipient shall inform the Department in writing as soon as practicable when anything occurs that makes any information provided in connection with the Project untrue, inaccurate or misleading.
- 1.4 It is the responsibility of the Recipient to ensure that it:
 - a) Has all necessary insurance cover in place;
 - b) Meets all obligations regarding compliance with statutory requirements, laws and regulations relating to the Project and its operation including the need for specific health and safety risk assessments;
 - c) Has obtained all relevant licences and permissions where applicable to the Project.
- 1.5 The Recipient shall comply with any requirements that the Department of Agriculture, Environment and Rural Affairs may have for site visits during or after the completion of the Project.
- 1.6 All work shall be carried out with reasonable competence, skill, care and due diligence.
- 1.7 This Funding Agreement is governed by Northern Ireland law.

2. FUNDING/CLAIMS/PAYMENTS

- 2.1 The Funding will not be increased in the event of an overspend on the Project unless by prior approval of the Waste Recycling & EU Funding Team Manager, Environmental Policy Division, DAERA.
- 2.2 If the Recipient anticipates an under-spend before the end of the funded period, this shall be notified to the Department as soon as possible to enable any unspent amount to be allocated to another suitable project.
- 2.3 The Recipient shall immediately repay any grant incorrectly paid as a result of any administrative error.
- 2.4 Funding cannot be used retrospectively. Therefore, the Recipient cannot claim for project expenditure commitments related to a Service or Services prior to written approval being given by the Department.
- 2.5 The Recipient shall not use the Funding to replace funding previously allocated from its own budgets or from other sources.
- 2.6 The Department shall not be liable to the Recipient for any losses or costs that arise from a failure by the Department to make payments on any agreed date.
- 2.7 The Recipient shall keep proper and up-to-date accounts and records, including invoices where applicable, which show how the Funding has been used. These records shall be available to the Department, if requested.
- 2.8 Payment of Funding will be made by bank electronic transfer (BACS) into the bank account specified by the Recipient.

- 2.9 The Recipient shall notify the Department immediately if any financial irregularity in the use of funding is suspected, and indicate the steps being taken in response. Irregularity means any fraud or other impropriety, mismanagement, or use of funding for purposes other than those referred to in the Funding Agreement.
- 2.10 The Recipient shall be responsible for ensuring that any Funding is used in an accountable and transparent manner.
- 2.11 Assets funded by the Department shall not be sold, transferred, leased, used as security for a loan, or disposed of in any other way without the prior written permission of the Department.

3. MONITORING AND EVALUATION

- 3.1 The Recipient shall report on 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 its sole discretion, deem that the report is not of the standard expected.
- 3.2 All reports and monitoring data shall be submitted on the prescribed templates issued to the Recipient by the Department.

4. COMMUNICATION MATERIALS

- 4.1 All communication materials produced as part of the Project shall use the Department's official logo where appropriate.
- 4.2 It shall be the responsibility of the Recipient to ensure accuracy and compliance of all published materials.

5. HEALTH & SAFETY

- 5.1 The Recipient shall, on request, provide the Department with a copy of its policy statement in respect of health and safety at work and details of arrangements for implementation of that policy and shall comply with any such policy, and all applicable health and safety regulations and legislation. The Recipient shall also, on request, provide the Department with details of its health and safety record in relation to the Project.
- 5.2 The Recipient shall, on request, provide the Department copies of the method statements and risk assessment for the Project to which this Funding Agreement relates. The Department may also undertake site visits to observe the project operations.

6. PROJECT MEETINGS

- 6.1 If requested by the Department, the Recipient Contact shall attend project meetings. Costs of attending any meetings etc are to be covered as part of the funding.

7. DURATION OF THIS FUNDING AGREEMENT

- 7.1 The terms and conditions of this Funding Agreement shall (unless the context or express provisions indicate otherwise) prevail and remain in force for the period of one year following the date of implementation of the Service/s.

8. INDEMNITY AND INSURANCE

- 8.1 The Recipient shall indemnify the Department against all costs, expenses, actions, charges, claims, damages, proceedings and other liabilities sustained or incurred by the Department as a result of any breach of this Funding Agreement by the Recipient.

9. PUBLICATION OF INFORMATION

9.1 The Department and the Recipient will not publish any information supplied by the other party relating to, or produced as a result of, this Project without the prior written consent of the other party, such consent not to be unreasonably withheld.

10. SUSPENSION & TERMINATION

10.1 The Department or the Recipient shall be entitled to terminate this Funding Agreement immediately by written notice if:

10.1.1 Either party fails to comply with the terms and conditions of this Funding Agreement in any material respect (unless such non-compliance is remedial within 30 days);

10.1.2 Any representation made by one party to the other proves to have been incorrect or misleading in any material respect

10.2 The Department shall be entitled to terminate this Funding Agreement immediately by written notice if:

10.2.1 The Department becomes aware, or has reasonable grounds to suspect that any document associated with the Project has been completed dishonestly or misleadingly;

10.2.2 The Recipient receives duplicate funding from any other source for the same Project;

10.2.3 The operation of the Department of Agriculture, Environment and Rural affairs or any legislation or DAERA funding is changed to the detriment of the Food Waste Communications Plan.

10.3 In the event of termination:

- any funding due to be paid to the Recipient shall be made within 28 days, provided the reason for termination wasn't attributable to a default by the Recipient in accordance with Clause 10.1.1, 10.1.2 or 10.2; and
- the parties shall promptly provide for each other a full report on the status of the Project together with all associated information, documentation, property and materials as soon as reasonably practicable and in any event within 28 days.

11. LEGAL STATUS

11.1 Nothing in this Funding Agreement shall create any joint venture, or relationship of principal and agent between the parties.

12. DATA PROTECTION

12.1 Both parties warrant that they will duly observe and co-operate with each other to ensure the observance of all their obligations under Data Protection Legislation which may arise in connection with this Agreement.

12.2 Where in the course of performing the Agreement the Department has access to personal data for which the Recipient is the Controller as defined by the Data Protection Act 1998, the Department shall only use such data for the purpose of performing the Funding Agreement.

**Department of Agriculture, Environment and Rural Affairs Food Waste
Local Council Behavioural Change Project 2018-19**

Formal Acceptance of Funding Agreement

Project Reference Number: AE2-18-5701

Recipient name: Mid Ulster District Council

Project: Behavioural Change Project 2018/19

We accept the offer of funding for the above project as outlined in this Funding Agreement.

We understand, accept and will abide by the terms and conditions of this Funding Agreement.

Main Contact- Project Manager for the Recipient

Title:

Project Manager:

Print name:

Signed: Date:

Head of Finance for the Recipient

Print name:

Signed: Date:

Head of Organisation for the Recipient

Title:

Print name:

Signed: Date:

Signed on behalf of the Department of Agriculture, Environment and Rural Affairs

Title: Grade 7

Print Name: Philip McMurray

Signed Date

MID ULSTER DISTRICT COUNCIL

APPLICATION FOR PAYMENT OF GRANT FUNDING

TO: Wendy Cooke
Department of Agriculture, Environment and Rural Affairs
Environmental Policy Division
2ND Floor Klondyke Building
Cromac Avenue
Gasworks Business Park
Ormeau Road
Belfast
BT7 2JA

Telephone: 028 9056 9592

Financial year to which application relates:

Months to which application relates:

Amount of claim:

In terms of the Department of Agriculture, Environment and Rural Affairs letter dated 28 September 2018, application is made for grant funding towards the costs incurred by Mid Ulster District Council for implementation of the Behavioural Change Project for 2018/19.

I hereby certify that the expenditure incurred meets the terms and conditions of the award letter.

Signed:

HEAD OF FINANCE

Date:

Name and contact details for enquiries:

 **recycle**
for Bedford Borough

THIS REUSABLE RECYCLING BAG BELONGS TO:

- ✗ NO NAPPIES/
SANITARY WASTES
- ✗ NO GLASS
- ✗ NO FOOD WASTE



food tins &
drink cans



aerosols



foil



cartons



mixed
paper



cardboard



plastic bottles



various old plastic
packaging



BEDFORD
BOROUGH COUNCIL

Please visit www.bedford.gov.uk/recycling
for more information or to report any problems
with your waste collections.