



# Islands Green Recovery Programme Refill Fund

Guidance notes for applicants



**EUROPE & SCOTLAND**  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future

# 1 The Application Process

The first stage in the Islands Green Recovery Programme (IGRP) Refill Fund application process involves submitting an application form and the requested documents.

## What happens next?

Upon receipt of your application it will be assessed against the evaluation criteria by a panel and a response provided as to whether your application is successful.

## Successful Applications

A contract, milestones and payment schedules will be agreed between Zero Waste Scotland and the recipient based on information provided in the application form.

**The ERDF national rules do not allow the payment of funding up front. Recipients must initially pay for the measure and then retrospectively make the claim for payment to ZWS providing evidence that the equipment and /or services have been delivered and that they have proof that the payment has been made.**

# 2 State Aid

Zero Waste Scotland can provide funding up to 100% of eligible costs subject to the provision of State Aid.

Guidance on State Aid is available from the Scottish Government by clicking on this link: [Scottish Government State Aid Guidance](#)

All applications must include a signed State Aid declaration, a copy of which can be downloaded from the website.

# 3 Evaluation Criteria

If your organisation is eligible and your project meets the scope of the fund, your application will be assessed and evaluated against the following criteria and weightings:

- **Waste reduction potential (20%)**  
This criterion is designed to assess the extent to which the project has the potential to:
  - enable island consumers to avoid the use of single-use grocery packaging;
  - reduce waste tonnage;
  - generate carbon savings.
- **Local impact (20%)** any way the local economy will be impacted due to this project, e.g. shortening supply lines, improving access to products.
- **Environmental impact (20%)** any additional ways (transport, storage etc.) beyond packaging that could be positively impacted due to this project.
- **Additionality (20%)** with the funding being provided by ZWS, what will this allow the business to achieve in addition i.e. other beneficial impacts (job creation/community benefits/potential for expansion).
- **Monitoring Requirements (20%)** you should clearly explain how the items you propose to purchase will be used to support delivery of unpackaged and/or reusable packaging shopping including, where relevant, detailing the specific products they will enable you to sell.

Successful applicants will also be required to provide Zero Waste Scotland with an accurate record of total sales of unpackaged goods by product type for the 6 months following project completion. This data will be used to estimate the lifetime environmental impacts of the project. Data should be recorded in units appropriate to the product in question (e.g. litres of dish soap, kg or rice, bars of hand soap etc.). Applicants should provide within their application, a clear and credible explanation of how they will ensure they are able to meet this reporting requirement.

## 4 Frequently Asked Questions

**1. Is there a deadline for applications?**

Yes, the application closing date is 16/11/2020.

**2. Is there a maximum financial limit for applications?**

Yes, the maximum limit for a single project is £100,000. Please note requests for funding over £50k will be subject to additional financial checks.

**3. Can joint organisations/BIDs submit an application for a single project?**

Collaboration between two or more organisations is actively encouraged where it strengthens the overall proposal. For the purposes of this Fund, a large enterprise (i.e. larger than a SME) and an academic partner or research organisation can be part of a wider collaboration but cannot be the recipient of ZWS funds. The lead partner (the applicant) must conform with the organisation types listed in the guidance and will be the only direct recipient of the funding. Any State Aid shall apply directly to the lead partner with whom all contractual obligations shall be binding.

**4. Can organisations apply for funding if they have received EU funding previously for the same project?**

No, if you have previously received European Union (EU) funding in relation to your proposed project from other source/s then this will render you out of scope to apply as this would count as double funding. Furthermore, it would be a condition of contract if you are successful, that you would be unable to apply in the future for EU funding specifically relating to the Zero Waste Scotland funded project.

**5. Can organisations apply for co-funding?**

Yes, joint funded projects are welcome. If you are seeking match funding for the project, you should outline your total project costs.

**8. Are recipients required to provide evidence of their project?**

Yes, recipients are required to establish and maintain an inventory of all fixed assets acquired wholly or partly using the project funding. Evidenced by certified copies of original supporting invoices and evidence of payment by certified copies of original bank statement or BACs transfer documentation, a photograph of the assets in situ and an inventory log showing the asset serial numbers. Applicants will be signposted to resources that will help you achieve this. In addition, the fund recipient is required to permit Zero Waste Scotland's staff or Zero Waste Scotland's appointed contractor to inspect the project on site as they may reasonably require during normal working hours and on reasonable prior notice.

**9. What is required when purchasing equipment?**

All projects funded by ERDF are subject to rigorous audits to confirm that any selection processes of the purchase of goods, works or services comply with your organisation's own procurement processes and are carried out in a fair and transparent manner. To demonstrate this, organisations are required to obtain three supplier quotes and if there is only one quote provided, to provide a justification as to the reasons for a single supplier selection. The ERDF National Rules of Expenditure set out eligible and ineligible costs and a copy is downloadable from our website which we would advise you to refer to ([accessed here](#)). Failure to comply may result in having to return funding paid to the recipient. You will need to demonstrate that you have complied with any procurements you propose to undertake as part of your application process detailing the proposed selection method.

**10. Will leasing of equipment be eligible for funding?**

Yes, projects that propose the leasing of equipment may be considered (both operating and capital costs). If applicants can demonstrate such leasing arrangements extend the life of the item in question (e.g. the leasing agreement includes regular servicing and maintenance), or result in reduced total material demand (e.g. the applicant will gain access to an shared piece of equipment, thereby avoiding the need for a new and duplicate item), they are encouraged to evidence this in their application.

**11. Is an organisation allowed to use the fund to purchase refurbished second-hand equipment as opposed to more expensive new equipment?**

An organisation would need to demonstrate the following:

1. That no other EU or public funds have been used to purchase the equipment previously;
2. That the value represents the true market value of the equipment as second hand;
3. What the remaining life expectancy is of the equipment so that we can ensure it will span the lifetime of the project.

The ERDF National Rules on Eligibility of Expenditure (Section 4.1.8.) details the terms and regulations ([accessed here](#)).

**12. When does the organisation receive the funding?**

The ERDF national rules **do not** allow the payment of funding up front. Recipients must initially pay for the measure and then retrospectively make the claim for payment to Zero Waste Scotland providing evidence that the equipment and /or services have been delivered and that they have proof that the payment has been made.

**13. Is our organisation eligible for funding?**

To be eligible to apply your organisation must be:

1. Scottish based with the project site located within a Scottish island;
2. A registered small or medium sized enterprise (EC definition of an SME);  
[http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)
3. A legally constituted body;
4. Have been trading for at least 12 months\*

\* For organisations who have not been trading for 12 months, an exception to criteria 4 may be accommodated at ZWS's discretion subject to review of the organisation's 12-month profit and loss forecast and business plan,

**14. What types of organisation are not eligible to apply for the IGRP Refill Fund?**

- Public sector bodies (publicly funded bodies such as councils, academic institutions);
- Large sized companies, i.e. companies which are not SMEs;
- Waste Management Companies (e.g. businesses whose **core** business is management, recycling or disposal of waste).
- SMEs based and operating on mainland Scotland

**15. Is our project eligible for funding?**

To be eligible to apply for the IGRP Refill Fund your project must:

1. Support the provision of packaging free shopping opportunities in the grocery retail sector
2. Result in evidenced implemented waste material, cost and carbon savings;
3. Comply with the Evaluation Criteria detailed in Section 3;
4. Demonstrate added value and impact and focus on the physical implementation of waste prevention measure or measures, rather than identification or a feasibility study.

**16. What is out of scope?**

- Applications received from any organisation which is not an EC defined SME or SME equivalent (e.g. charity);
- Projects that relate solely to improving on-site waste management and recycling (although waste prevention, reduction, and re-use projects are in scope);
- Projects which only help an organisation to meet regulatory requirements (unless part of a wider project);
- Development of management systems e.g. energy, environmental etc.;
- Development of staff awareness campaigns (unless part of a wider project);
- Projects that do not result in waste prevention and/or carbon savings;
- Identification or feasibility studies as these will need to be completed prior to making an application.

- Purchase of items which are generic to grocery retail and not directly related to the provision of package-free shopping.

**17. What is the relationship between the European Regional Development Fund (ERDF) and the IGRP Refill Fund?**

The IGRP Refill Fund is part funded by the European Regional Development Fund (ERDF). The ERDF supports Zero Waste Scotland's Resource Efficient Circular Economy Accelerator Programme, which also benefits from Scottish Government funding and helps to facilitate major investments to support transformational change and economic and social structural reforms across Scotland. The Programme aims to increase the resource efficiency of Scottish SMEs, further develop and strengthen Scotland's circular economy, and support community-based organisations to build on existing local resources. Recipients awarded using ERDF funds will be notified in their award documents of any specific conditions.

The ERDF National Rules of Expenditure sets out eligible and ineligible costs and a copy is downloadable from our website ([accessed here](#)).

**18. Need further information?**

If you have any additional questions, please email [IGRP@zerowastescotland.org.uk](mailto:IGRP@zerowastescotland.org.uk)

 01786 433930

 [zerowastescotland.org.uk](http://zerowastescotland.org.uk)

 @ZeroWasteScot

Zero Waste Scotland is a registered company in Scotland [SC436030]. Registered office: Ground Floor, Moray House, Forthside Way, Stirling FK8 1QZ