

## APPLICATION FORM

**Our aim is to move to a circular economy in Wales. Where waste is avoided and the things we use are kept in use as long as possible. This is an important part of the action needed on climate change. It also brings many new job opportunities as part of the move to a low carbon economy.**

**The public sector is central to Wales' move to a circular economy.**

**This £6.5m Circular Economy Fund open to local authorities and other publicly funded bodies\* will help accelerate Wales' shift towards a circular economy driving further increases in recycling and decarbonisation. It also directly supports post-covid response and recovery improving resilience in Wales.**

Activities eligible for funding are those helping to deliver actions within the Circular Economy Strategy consultation document; Beyond Recycling;-

1. Become the world leader in recycling
2. Phase out single use plastic
3. Invest in clean technology for materials collection
4. Make more efficient use of our food
5. Prioritise the purchasing of wood, remanufactured and recycled content
6. Enable communities to take collective action
7. Create the conditions for business to seize the opportunities
8. Take full responsibility for our waste

Key dates:


- The closing date is 27<sup>th</sup> July 2020. Late applications will not be accepted.
- We aim to inform applicants of the outcome by October 2020.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 19 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.

Please note:

- Applicants must be a publicly funded body in Wales\*.
- The project activity must be located in Wales.
- Grants are available up to £500,000.
- Complete one application form per project.

Email here: [CircularEconomyFund@gov.wales](mailto:CircularEconomyFund@gov.wales)

Address: Resource Efficiency and Circular Economy Division,  
Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

<b>Organisation Name</b>	Swansea Council
<b>Project Title</b>	Wood Reuse and Recycling Centre
<b>Location of Activity</b>	Ferryboat Close, Llansamlet, Swansea
<b>Funding requested for 2020-21</b>	£ Total project cost £98,850 capital £65,000 revenue £ Amount of capital grant requested £98,850
<b>Circular economy key action area (more than one may be applicable)</b>	<ol style="list-style-type: none"> <li>1. <input checked="" type="checkbox"/> Become the world leader in recycling</li> <li>2. <input type="checkbox"/> Phase out single use plastic</li> <li>3. <input type="checkbox"/> Invest in clean technology for material collection</li> <li>4. <input type="checkbox"/> Make more efficient use of our food</li> <li>5. <input checked="" type="checkbox"/> Prioritise the use of wood and remake and recycle more items</li> <li>6. <input type="checkbox"/> Enable communities to take collective action</li> <li>7. <input type="checkbox"/> Create the conditions for business to seize the opportunities</li> <li>8. <input checked="" type="checkbox"/> Take full responsibility for our waste</li> </ol>
<b>Project Contact Name, telephone and email address</b>	Chris Howell 01792 761759 Chris.howell@swansea.gov.uk
<b>Bid authorised by</b>  <i>*In authorising this application you are confirming that the information given is correct to the best of your knowledge. You are also confirming that any match funding identified is in place</i>	Name: BEN SMITH  Job Title: CHIEF FINANCE OFFICER/SECTION 151 OFFICER   Signature:

## 1. Project Description and alignment to circular economy actions (Score 10)

Provide a brief description of the project including how it aligns to the circular economy actions and decarbonisation. If your application is for a project that will take longer than a financial year to complete, please provide a description of the whole project and of the specific outputs to be delivered in this financial year.  
(Maximum 500 words)

The Wood Reuse and Recycling Project upon which this application is based is to enable the Council to set up a Centre, complete with its own workshop, to maximise the reuse and recycling of wood that would otherwise be discarded as waste. This would assist Welsh Government in meeting its circular economy and decarbonisation aims and objectives by protecting existing forest stocks, reducing the impacts of felling, processing, and transporting virgin wood. The project would also enable refurbished products and materials to be made available to residents/charities and 3<sup>rd</sup> sector organisations.

The Council has a space available to accommodate the proposed Centre, but needs funding to provide:-

- A covered area in which to undertake the necessary woodworking activities.
- A storage area to enable the safe storage of wood/wood products.
- An improved system to identify and segregate wood suitable for reuse.
- Equipment to both collect suitable wood and deliver repaired/manufactured products to their new homes.
- Purchase woodworking equipment to maximise re-use of suitable wood and minimise waste.

The project will help increase the repair and reuse of wood and wooden items help the development of a circular economy and reduce carbon emissions.

Subject to the bid being approved orders would be placed for all items detailed, and a Claim, including evidence of expenditure, submitted to the Welsh Government by 19 March 2021.

The segregation, retrieval, and stockpiling of waste wood/wood products would commence on approval of the grant funding, in readiness for the Centre being up and running at the earliest opportunity.

The full process will be as follows:

- Enable the separation and storage of reusable wood/wood products, as they are discarded, as far as is practicable.
- Retrieve reusable wood/wood products from storage, prior to transporting to re-processor.
- Repair wooden products where appropriate.
- Reuse materials from waste wood/wooden products to make new products.

- Set aside reusable wood/wooden products for use by others, including third sector.
- Minimise waste through seeking markets for sawdust and woodchip.

Some of the key waste products identified as suitable for inclusion in the project include:

- Wooden furniture
- Doors and worktops
- Bed bases
- Pallets
- Decking
- Flooring
- Strip timber
- Waste timber/trees
- Wood products from the Bulky Waste Collection Service

The Council intend to organise workshops/open days where residents and other parties will be shown how to undertake repairs to wood products and also how to make items from reclaimed wood.

The intention is for the Centre to be self-financing from product sales from the end of the first year. Sales will be facilitated through the Council's Tip Treasures Re-Use Shop, online sales, products required by the Council itself, and partners including the Swansea Environment Centre, Penllergare Valley Woods, and other community groups.

In terms of alignment with the circular economy, this initial start-up would create at least 2 FTEs, bring discarded waste wood materials/products back into use, reduce the use of virgin materials, provide low cost wood materials/products for our local residents, and link in with the Third Sector wherever possible.

## 2. Ways of working (Score 10)

The Well-being of Future Generations (Wales) Act 2015 requires public bodies to think more about the long-term, to work better with people, communities and each other, look to prevent problems and take a more joined-up approach.

The Well-Being of Future Generations (Wales) Act 2015, places a duty on public bodies to seek to achieve the well-being goals and objectives in everything they do.

Please describe how you have followed the five ways of working in the development and delivery of your proposal.

<b>The Five Ways of Working</b>	
<p><b>Long Term</b> – please describe how you have considered long term needs. What are the impacts of your proposal on future generations?</p> <p>(Maximum 100 words)</p>	<p>The Wood Reuse and Recycling Project will reduce the need for tree felling for virgin timber, preserving forests, reducing carbon emissions, and improve air quality for future generations. The Project will create long term employment, provide training opportunities and reduce the adverse environmental impacts of felling, processing, and transporting virgin timber. It is also the aim of the Council to become a beacon of good practice that can be copied by others in the sector.</p>
<p><b>Prevention</b> – please describe how you considered options to prevent the problem from getting worse or occurring in the first place.</p> <p>(Maximum 100 words)</p>	<p>Both repair of wood products, and re-use of waste wood prevents this material from being landfilled or incinerated, and reduces the need for virgin materials, which themselves would eventually also become waste wood. The Council intend, as part of the project, to organise workshops/open days where residents and other parties will be shown how to undertake repairs to wood products and also how to make items from reclaimed wood.</p>
<p><b>Integration</b> – please describe how you have considered the well-being objectives of other public bodies.</p> <p>(Maximum 100 words)</p>	<p>This project aligns well with Welsh Government’s Circular Economy and decarbonisation drives. It is also the aim of the Council to become a beacon of good practice that can be copied by others public bodies/charities and 3<sup>rd</sup> sector organisations. It also links in with the Council’s own Bulky Waste</p>

	Collection Service for furniture and other large items.
<p><b>Collaboration</b> – please describe who you collaborated with and how, in the development and appraisal your proposal.</p> <p>(Maximum 100 words)</p>	<p>The Council in drawing up its plans to develop the project has undertaken market research. It has drawn on the experience of other similar projects such as the Wood Store in Brighton, spoken with WRAP, the Community Wood Recycling Association, the Environment Centre and other similar projects already in existence. It has also visited craft fairs spoken with existing customers of our ‘Tip Treasures’ reuse shop and identified that there is a demand for the type of products that the scheme will produce and the wider benefit such a scheme would generate.</p>
<p><b>Involvement</b> – please describe who you have involved and how, in the development and appraisal of your proposal</p> <p>(Maximum 100 words)</p>	<p>As detailed above, in developing this project, the Council has liaised with and spoken to various bodies and organisations including WRAP, The Community Wood Recycling Association, the Penllergare Valley Woods Trust, and the Swansea Environment Centre. It has also researched and spoken with numerous similar initiatives regarding the project, to identify good practice and how best to initiate and develop such a project. The Council aims to expand the involvement to other 3<sup>rd</sup> Sector, community, and private organisations when the project is up and running to ensure maximum benefit is achieved.</p>

### 3. Contribution to Well-being Goals and impact assessment (Score 10)

Projects must seek to maximise their contribution to the well-being goals. Please provide a summary of the impacts of the project to the well-being goals and statutory description of each goal.

Well-being Goal	Impact (select one for each goal)
A prosperous Wales	<p><b>Positive</b></p> <p>The project promotes a low carbon society as it uses resources efficiently and acts on climate change. It will enable residents/charities and other organisations to access reused/refurbished</p>

	<p>cost effective products and raw materials at low cost.</p> <p>It also will generate skilled training and employment opportunities and will be included in the Councils trainee programme for waste management employees. The Council will also be able to pass on its experiences to other Authorities/charities/3<sup>rd</sup> sector organisations to enable other similar schemes to be developed.</p>
A resilient Wales	<p><b>Positive</b></p> <p>The project helps to preserve existing forest stocks, protecting the natural environment and improving our economic and ecological resilience.</p>
A healthier Wales	<p><b>Positive</b></p> <p>The project helps to preserve existing forest stocks contributing to decarbonisation and improved air quality. It will also encourage residents, via access to low cost raw materials, to engage in DIY and other similar activities, benefiting their overall wellbeing.</p>
A more equal Wales	<p><b>Positive</b></p> <p>The project will provide low cost wood materials/products for our local residents, supporting those in poverty, and linking in with the Third Sector wherever possible</p>
A Wales of cohesive communities	<p><b>Neutral</b></p> <p>The project aims to link in with community groups, charities and 3<sup>rd</sup> sector organisations wherever appropriate.</p>
A Wales of vibrant culture and thriving Welsh language	<p><b>Neutral</b></p> <p>The project does not contribute significantly to this Well-being Goal</p>

A globally responsible Wales	<p><b>Positive</b></p> <p>This project helps Wales to improve the economic and environmental well-being of the country and the wider global well-being.</p>
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#### 4. Project management (Score 10)

**Please provide information on the project plan identifying timelines for activities appropriate to the scale of the project. Include information on any risks, statutory processes/planning consent, land acquisition, procurement, construction, project opening and completion as applicable. (Maximum 500 words)**

##### Timeline

**October 2020** - Funding announced

##### **October 2020 – January 2021**

- Place orders and commit funding for the purchase of the building, vehicles, plant, and other equipment through existing frameworks or quotations as necessary.
- It has been confirmed that planning permission for the proposed building for this project is not required due to the nature and height of the structure being proposed.
- Set up a wood storage area and begin the process of separating suitable waste wood/wood products for re-use/recycling.
- Set up a sales process, including eBay account for the immediate sale of re-usable wood, and develop a catalogue of potential products using waste wood for when the project is up and running.

##### **February 2021 onwards**

- Erect and assemble the wood working workshop.

**Note:** It has been confirmed that planning permission for the proposed building for this project is not required due to the nature and height of the structure being proposed.

- Fit out the wood working workshop with the necessary wood working equipment
- Develop a wood products store, to enable the storage of items identified as suitable for repair/restoration



- Set up and develop a sales network internally, on line and with other organisations/partners.
- Develop an ongoing promotion strategy, stakeholder strategy, product catalogue based on market needs.
- Organise workshops/open days where residents and other parties will be shown how to undertake repairs to wood products and also how to make items from reclaimed wood.
- Monitor performance and seek to engage with other similar projects/organisations/charities 3rd sector organisations to ensure that lessons are learned and best practice is being developed

### **Key Risks**

- Unsuccessful funding bid
- Waste wood supply – As the project comes under the umbrella of the Waste, Parks and Cleansing Service the Council is able to fully control the supply of wood and wood products intended for use within this project
- Sales network – The Council already operates a successful Re-use Shop, and have good links with 3<sup>rd</sup> Sector, but will need to develop improved online facilities to enable the products to be more widely available.
- Income not covering costs – The staff who will be engaged on this project have experience of running a wood working business, and in addition the cost avoidance for the recycling/reprocessing of waste wood/products reused/recovered under this project will also contribute to the project becoming self-financing.

## 5. Costs (Score 10)

**Please explain the costs of the project by providing a full breakdown. If the project will be match funded clearly set out the details (e.g. cash contribution by applicant or other)? (Maximum 250 words)**

Equipment	Reason for purchase	Cost
Portable Sawmill	Cutting Wood to allow waste wood to be made into products for reuse.	£3,700.00
Trailer with loading hiab arm	Collecting waste wood/products and capable of scavenging from wood pile	£13,000.00
Petrol Chainsaw	Cut up timber to length , to move to workshop	£950.00
Tipper Truck	To tow trailer and carry materials and products for delivery and storage.	£35,000.00
Cross Cutting Saw	Efficient precision cutting timber length in the workshop	£2,300.00
Belt & Disc Sander	Rough edges on any timber we reclaim can be sanded and made suitable for reuse.	£300.00
Pillar Drill	Needed for drilling larger products such as tables and benches.	£300.00
Kindling Machine	For any products we can't re use into other products for use as firewood	£3,000.00
Containers for Storage of Wood Products	For storage prior to sale	£5,000.00
Thickness Planer	To ensure wood is uniform thickness, enabling the use of unprocessed or reclaimed timber.	£800.00
Log Splitter	For any products we can't re use into other products for use as firewood	£1,500.00
Wood Chipper	For any products we can't re use into wood chip for gardening projects	£8,000.00
Woodworking Workshop	5x10m prefabricated workshop with 5x10m side canopy	£23,000.00
Racking	For storing waste timber prior to reuse	£2,000

**Grant Bid Total**

£98,850.00

The Council will be providing the following at a cost of circa £65K per year:

- a site with an annual revenue cost
- two full time members of staff
- running costs, incl. fuel
- vehicle and plant maintenance

## **6. Value for Money (Score 10)**

**Please explain what steps have been taken to ensure costs have been kept as low as possible and to quantify if the funding requested will represent overall value for money. (Maximum 250 words)**

The assessment of the set up needs of the project has value engineered the requirements down to the minimum to ensure that the Wood Reuse and Recycling Centre is fit for purpose, sustainable, and can be expanded in future years. The building and equipment proposed for use in this project are designed to be portable if the project outgrows its site, and the loading and transport plant/vehicles are multi-purpose to keep costs to a minimum.

The vehicles/plant will be purchase through existing competitive call off schedules where available.

It is anticipated that, once fully operational, the Wood Reuse and Recycling Centre will re-use/recycle in the region of 150 tonnes of waste wood/timber per year, with zero wood to landfill, a target income of £65k per year.

The Council will create 2 FTEs initially to operationally run the Centre with additional management, innovation, marketing, and sales resources provided as required.

## **7. Scheme outputs (Score 10)**

**What are the specific outputs that the scheme will deliver (including objectives and outcomes)? (Maximum 250 words):**

The project is designed to deliver a fully functional woodworking workshop, which will enable the Council to undertake the effective collection and segregation of waste wood/wood products. It is intended that the materials/products collected will be repaired/repurposed or manufactured in to products/raw materials that can be offered to members of the public/ charities/3<sup>rd</sup> sector organisations at cost effective rates to prevent the materials being treated as a waste product. This will reduce the carbon footprint of the products made and contribute to developing a true circular economy. The Council also intend to organise workshops/open days where residents and other parties will be shown how to undertake repairs to wood products and also how to make items from reclaimed wood.

The project also aims to ensure that zero of the materials/products used in the scheme is sent to landfill.

It is intended to commence waste wood/wood product collection if/once notification of grant has been received, and have the Centre operational by the March 2021.



## 8. Monitoring and Evaluation (Score 10)

**How and when will you measure if the project has been successful? Please provide details of your post-delivery monitoring plan, data collection, and relevant targets (Maximum 250 words):**

The initial installation and commissioning of the Wood Reuse and Recycling Centre, complete with its equipment will be the first measure of success for the project.

The post-delivery monitoring of the scheme will include quarterly statistics covering the following:

- Tonnage and nature of wood/wood products removed from the waste stream
- Tonnage and nature of wood products/raw materials processed under the project that are sold or donated
- The costs of operating the Centre
- Income generated by the Centre

In addition the project will be monitored to ensure that it evolves to try and enable it produces goods and raw materials that are most in demand. The Council will also work with other similar projects to share experiences and good practice and be able to offer advice and practical help to other organisations looking to develop similar schemes in the future.

The first full year target for “Tonnage of waste wood/wood products re-claimed” will be 150 tonnes, with the Centre also becoming self-financing by the second year.