

**Green Recovery Circular Economy Fund 2020-21  
Covid Reconstruction: Repair and Re-use Activities in Welsh Town Centres**

**APPLICATION FORM**

In October 2020, the Welsh Government published Covid Reconstruction: Challenges and Priorities, our approach to reconstruction. It highlights priority areas where we will focus resources and efforts to maximise the benefits to Wales. It announced £13.2m additional funding to support repair and re-use activities in town centres.

We are now inviting local authorities to bid for this funding, which will support our aims to transition to a circular economy in Wales where we keep resources in use and avoid waste as well as providing timely support to our town centres.

A key aspect our reconstruction is a commitment to embrace greener and just initiatives, which support our places in Wales to reconstruct in a sustainable way.

There are already important initiatives taking place in our towns and communities in this field. Repair cafes and libraries of things are becoming more commonplace as are facilities to share and repair items from food to electrical items. During the pandemic many citizens have reconnected with their local communities and considered the resources we use. This funding is designed to support this and spark new innovation in our towns.

Many local authorities have created re-use shops and workshops often in partnership with local stakeholders and community groups. We know that an estimated 40% of all items at Household Waste Recycling Centres (HWRC) are suitable for re-use and they provide a real opportunity for Local Authorities and re-use organisations to repair and refurbish products for re-use.

We are looking to support 'exemplar developments' which not only promote community cohesion through repair and re-use initiatives; they will provide an opportunity for joined-up interventions to rejuvenate town centres – such as a community hub offering repair cafes, sharing libraries and zero waste shops. We would encourage partnership approaches to maximise impact.

To provide you with a flavour of possible initiatives, we have identified the following examples from Wales and beyond, which are looking to support repair and re-use initiatives in town centres. However, your bids should not be restricted to these:

- Facilities for community repair
- Food surplus redistribution and sharing
- Re-use hubs and shops
- Library of things
- High street facilities which combine repair and re-use
- Working with social enterprises to create volunteering and skills partnerships around repair and re-use
- High street hubs for recycling, for example premises to return small electrical items

This is a one-off additional Circular Economy Fund round specifically for repair and re-use in town centres. The funding can be split between revenue and capital funding and bids should consider the likely sustainability of the proposed project.

Key dates:

- The closing date is 1 December 2020.
- We aim to inform applicants of the outcome by 1 January 2020.
- Claims, including evidence of expenditure, are required to be submitted to the Welsh Government by 15 March 2021 at the very latest.
- Please only submit an application if you are able to meet these deadlines.
- Funds must be spent this financial year.

Please note:

- The project activity must be located in Wales\*.
- As a *guide*, but not limited to **£0.25m** Revenue and **£0.35** capital per LA.
- Complete one application form per project.
- Local Authorities may submit more than one application.

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

### **\*Eligible Bodies**

**Local Authorities**

**Town councils**

**Village councils**

**Community councils**

Local authorities will need to be a partner, as a minimum, for all projects.

|  |  |
|--|--|
| <b>Organisation Name</b>   | Swansea Council in partnership with The Environment Centre   |
| <b>Project Title</b>   | Bike Repair Network  |
| <b>Location of Activity</b>  | Swansea City Centre  |
| <b>Funding requested for 2020-21</b>   | <p>£ Total project cost - £11,194</p> <p>£ Amount of capital grant requested - £6,040</p> <p>£ Amount of revenue grant requested - £5,154</p>                                      |
|  |  |
| <b>Project Contact Name, telephone and email address</b>   | <p>Chris Howell 01792 761759</p> <p>Chris.howell@swansea.gov.uk</p>  |
| <p><b>Bid authorised by</b></p> <p><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></p> | <p>Name: BEN SMITH</p> <p>Job Title: CHIEF FINANCE OFFICER/S151 OFFICER</p> <p>Signature: </p> |

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

Provide a brief description of the project including how it aligns to repair and re-use activity in town centres and our circular economy aim to keep resources in use and avoid waste. 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 aim of this project is commence a network of community based bike repair stations. Learning from best practice installations in Wales, the facilities will be located at key community hubs in central Swansea. The project will;

- Promote an accessible and consistent means of bike repair in the local community
- Provide ongoing support and advice, establishing links to further repair and reuse opportunities
- Provide a low cost means of maintaining a bike, increasing the chance of ownership but also that the bike will be well maintained to ensure it longest possible use and avoid unnecessary disposal
- Raise awareness of the opportunities to repair, how this is done, and when disposal should be the final option.
- Connect with and raise awareness of other opportunities and networks in Swansea that are focused on the mending and redistribution of bikes, including to those most in need
- Facilities will link to online resources via QR code, for associated and wider repair and reuse information
- Embed the concept of repair though cross promotion with other interested parties, including those supporting health and well-being, active travel, inclusion and diversity.
- Upskill different section of the community, including staff and volunteers in the host organisations, targeted local groups that would benefit most from the training and individuals wanting to gain a skill or be part of the local community groups
- Be a prominent display of repair activity, which will contribute to the bigger picture and overarching aim for Swansea to embrace a reuse and repair culture
- Meet the needs of the communities that have shown an interests in talking more independent action on repair and actively preventing waste from being disposed of in landfill.
- It will complement the existing local bike repair commercial provision, ensure that the opportunities to repair are open to as wide a section of the community as possible

The project launch and ongoing commitments will be managed by a well-established local environmental charity, making best use of their experience and facilitation capacity, and also the wide range of strong connections with the 3<sup>rd</sup> sector, community groups and relevant local businesses. It is closely aligned with their Beyond Recycling Swansea project, which engages communities to support grass roots action on repair, reuse and the circular economy.

As well as liaising with host facilities and ensuring publicity and promotion, the project will commence a working group to drive forward further associated repair activity in whichever way it deems appropriate to the local community. The repair community in Swansea is growing, and this project provides a gateway to further discussion and involvement.

The majority of the project will be completed in full by March 2020. Some small elements will be agreed and fully committed but will be delivered and part payment required in the following months e.g. the bike repair training sessions.

The key outcomes for the project are;

- Increasing repair capacity
- Increasing awareness of repair opportunities and information provision
- Upskilling the community through training and skill share
- Integrating repair principles into wider agendas e.g. active travel
- Collecting feedback to further develop repair capacity in Swansea

## 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>This project takes a long term view in encouraging people to repair rather than replace. It will form part of a wider culture change to standardise easy, convenient and cost effective repairs accessible to all. These behaviours will be embedded to the benefit of future generations and targeted training will help support this. It is also part of the wider drive for active travel to improve long term health, well-being and environment enhancement (lowering air pollution). It directly contributes to long term circular economy ambitions and minimising waste to landfill.</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>This project directly addresses the need to increase repair and minimise waste to landfill by facilitating a route to action. It will help minimise consumption and ensure that resources are kept in a suitable condition to allow future reuse. It is also linked to the active travel agenda and will be part of a range of solutions to minimise single use car journeys and prevent further increases in air pollution and carbon emissions.</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 is wholly in line with a number of key national and local well-being objectives, covering the aim to increase repair and minimise waste to landfill, to help promote active travel and improve opportunities for those on lower incomes. It is also part of the drive to increase cycling and reduce emissions from vehicle use, linked with both air pollution concerns and supporting action to tackle the climate emergency.</p>   |

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|---|---|
| <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>Collaborators on this project includes Swansea Council, community hubs interested in championing repair in their locale, small businesses providing bike repair training and active travel networks. The Centre has wide ranging connections who will aid with promotion to different communities and individuals. This includes SCVS and the Swansea Environmental Forum. This collaboration will complement and support other agendas and all will benefit from cross promotion. This project also links with newly established recycling collections in the city, for inner tubes from bikes, which are made into new items and sold to support charity Cycle of Good activities in Malawi.</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>We have involved community organisation and their networks, local businesses, and have undertaken engagement with community anchors and the wider public on the need for more local facilities to assist repair and how this could be achieved.</p> <p>Prior to agreeing final locations, more focused community engagement would take place, to ensure the best location and use of the facilities.</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>Positive</p> <p>Summary (Maximum 100 words):</p> <p>The project will support the local economy through the need for training from local providers, by increasing the throughput and hopefully wider</p> |

|                    |   |
|--------------------|---|
|                    | <p>use of local community facilities and by facilitating active travel. This supports local cycling business and associated groups.</p> <p>Individuals will also benefit as they will be able to learn the skills to repair their bikes cost effectively, decreasing the number where costs is a barrier to use.</p> <p>Learning new skills and connecting with communities can improve confidence and connections, which support personal development and activity within the wider social and economic sectors.</p> |
| A resilient Wales  | <p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>The facilities provide the community with choice and the option to take action without being out of pocket. Ease of access and supportive facilities are important for resilience. The facilities will help improve the adaptability of the public when facing challenging economic times, but also in the tackling the wider climate emergency. The project bolsters local networks and capacity, building supporting connections.</p>                        |
| A healthier Wales  | <p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This project addressed health and wellbeing in a number of ways, including providing an opportunity to connect with the community, a chance to gain new skills and confidence in their abilities, the facilities encourage a more active lifestyle supporting health improvement directly but also indirectly by hopefully helping to reduce the number of cars on the road and the associated emissions.</p>  |
| A more equal Wales | <p>Positive</p> <p>Summary (Maximum 100 words):</p>   |



|   |   |
|---|---|
|   | <p>Any activity or hobby can sometime be difficult to engage in due to the costs involved, and this project seeks to reduce these barriers and ensure that all have the opportunity to regularly cycle.</p> <p>Opportunities to make this part of wider collaborative action, linking with charities that repair and redistribute bike, provide subsidised low cost or free training, can remove barriers.</p> <p>Volunteers in all locations will also be trained on bike repairs, so that they can also share their knowledge and skills widely through the community.</p>                                |
| <p>A Wales of cohesive communities</p>                        | <p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>This is a community based project. Facilities will be based in host organisations that reach differing sections of the community. A mixture of both targeted and wider engagement will reach the usual but also new audiences. The project provides an opportunity to connect, to learn from each other, to share new skills or your enthusiasm for a topic. The project will utilise and build upon established means of community engagement and involvement, and will result in a best practice blueprint for extended facilities if desired.</p> |
| <p>A Wales of vibrant culture and thriving Welsh language</p> | <p>Positive</p> <p>Summary (Maximum 100 words):</p> <p>Feedback from local recycling projects has shown that the Swansea community have a strong desire to take action to minimise waste, especially if it is destined for landfill or could end up in the local marine environment. This project is part of a range of initiatives that show this is being taken seriously and helping the community act in the way they would like. Public facing signage and materials will be bilingual.</p>  |
| <p>A globally responsible Wales</p>                           | <p>Positive</p>   |

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|--|--|
|  | <p>Summary (Maximum 100 words):<br/>Reducing consumption, minimising waste and emissions, promoting active travel and championing local action all contribute to being a globally responsible Wales. Linking with other associated schemes, such as Cycle for Good, also extends awareness of how our action can impact and support those across the globe. The project would form part of a range of responsible initiatives such as Repair Café and will be one of the countless individual components supporting the circular economy in Swansea.</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

**January 2021** - Funding announced

##### **January 2021**

- Project meetings between Expression of Interest groups, Environment Centre and Beyond Recycling Swansea to confirm shortlist host hub locations implementation programme
- Create agreements between Environment Centre and local hosts
- Confirm branding and artwork
- Place orders for bike repair stations (4-5 week lead time)
- Develop promotion campaign
- Allocate contract for local 6 months bike maintenance sessions
- Set up website with repair information, linked to QR code

##### **February 2021**

- Installation of 4 Bike Repair Stations
- Launch promotional campaign
- Bike repair training at repair Stations to commence

##### **March 2021**

- Ongoing project promotion, engagement with groups and develop volunteer network
- Convening local steering group
- Delivering skill-sharing workshops
- Ongoing Bike repair training at repair Stations
- Monthly monitoring

##### **April 2021 onwards**

- Continued bike repair training
- Monitoring at six months

- Ensure steering group is set up to work independently
- Review effectiveness and use of repair stands, consider re-placing underutilised resource

### **Key Risks**

- Unsuccessful funding bid
- Delayed delivery of units as a result of Covid 19 / Brexit
- Maintenance – purchased unit designed to be low maintenance. Regular checks and cleaning to be part of host agreement
- Vandalism – The bike repair stations are designed to be hard wearing and anti-theft to minimise risk.
- Interested community hubs withdraw from the project and arrangements with a new community group need to be made. Need to keep all prospective groups up to date

## **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)**

|                                      | <b>Capital £</b> | <b>Revenue £</b> |
|--------------------------------------|------------------|------------------|
| 4 X bike repair Stations @ £1,170 ea | £4,680.00        | -                |
| 2 x lockable doors @ £240 ea         | £480             | -                |
| Carriage                             | -                | £360             |
| Insurance                            | -                | £400             |
| 4 x Spares kit @£220 ea              | £880             | -                |
| Installation                         | -                | £ 1,140.00       |
| Training sessions x 10 per site      | -                | £2000            |
| Promotion                            | -                | £200             |
| Project Management                   | -                | £1054            |
| <b>Totals</b>                        | <b>£6040</b>     | <b>£5154</b>     |

Additional required that arise from the project will be supplemented by the Environment Centre and Beyond Recycling Swansea

## 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 project has undertaken research into different bike repair stations available. The stations selected are by no means the cheapest, however they represent the best value for money when considering the environments in which they are placed. The body of the repair stands are made to withstand outside conditions and special paint will be used to reduce rusting caused by rain and sea air. Additional anti-theft modification have been made to ensure the repair stations reduce the chances of damage or theft.

This is also a collaborative project, with support during the launch of the project provided by the Environment Centre and Beyond Recycling Swansea. These are well establish and have a focus on repair and reuse, which means the project will be developed by and make best use of these existing networks and arrangements.

The bike repair stations are movable, and the project is designed to allow flexibility in location, so that these facilities will continue to be used even if initial locations are no longer able to host. This will ensure long term viability and continued value for money.

## 7. Scheme outputs (Score 10)

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

Monitoring

Quantitative

- Number of people receiving training
- Number of QR code scans to website, per location
- Online 'check in' – recording those that have used the station
- Number of queries to community hubs about the facilities

Qualitative

- Survey users of the facilities. Monthly for the first 3 months and then 6 monthly thereafter

## 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):**

How – Number of people using the stations (e.g. visitor numbers)

- Knowledge of the stations' availability throughout the local area
- Growth of project to include more stations based on success of existing
- Number of volunteers involved in sharing information about the project and gaining feedback
- Social media engagement by users – asking users to share their experiences and also asking those that have used them
- Surveys being shared online by Beyond Recycling Swansea and EC
- Physical surveys being distributed/interviewed by volunteers doing shifts at venue stations

When

- After the first month, assess how many users
- After three months...
- After six months...

Post-delivery monitoring plan to see which stations have been used the most