



**MVV Environment Baldovie  
Challenge Fund  
Criteria and Guidance Notes**



## **Introduction**

MVV are pleased to invite schools in the Dundee and Angus areas to make applications to our Challenge Fund. This is intended to support innovative projects, activities and programmes for school pupils across the region which will initially, showcase construction and engineering within an educational framework. Later phases of the fund will focus on activities which support the Scottish Government's zero waste priorities.

## **About MVV**

MVV Environment Baldovie (MEB) operates the Energy from Waste facility at Forties Road, Dundee while building a new Energy from waste Combined Heat and Power facility. It is a subsidiary of MVV Environment ("MVV") which in turn is a subsidiary company of MVV Umwelt; "Umwelt" is the German word for "environment". Both companies are members of German utility company MVV Energie AG, whose headquarters are in Mannheim. MVV Umwelt provides flexible solutions for waste disposal, producing environmentally sustainable energy.

In November 2017, MVV entered into a contract with Dundee City and Angus Councils to manage their residual waste (that is black bag waste from the general waste bins). It is a long-term contract under which MVV has taken over and operates the existing energy from waste facility in Baldovie whilst building a new, modern facility next door.

The new facility will use around 110,000 tonnes of residual waste per year to generate electricity. It will also aim to help fulfil the requirements of the Scottish Government's hierarchical Zero Waste priorities on;

1. Reduce
2. Reuse
3. Recycle
4. Recover (energy, for example)
5. Dispose

and to stop biodegradable waste going to landfill by the end of December 2020.

## **About the Challenge Fund**

The Challenge Fund has been established to support schools to engage in the areas of engineering, construction and waste reduction activities. MVV is committed through its community benefits program to become more integrated in the local community and to fulfil its contractual obligations. Each year the challenge fund will set different funding priorities as below;



- 2019/20 and 2020/21 – Engineering and Construction.
- 2021/22 onwards – Environmental projects which support reduce, reuse, recycle, recover and dispose of waste.

## **2019 Award Criteria**

### **Who can apply?**

Primary and Secondary Schools in Dundee City and Angus Councils only.

### **Funding criteria**

- The project must showcase its relation to construction and engineering within an educational framework.
- All applications must be from Dundee and/or Angus.
- Must be innovative.
- All successful applications will be required to submit a project evaluation form.
- We will only consider projects submitting applications with a minimum value of £500 and a maximum of £2000 from schools in Angus and £3000 from schools located in Dundee.
- Outcomes - It is vital, when applying for the Challenge Fund, that you determine at least three measurable and deliverable outcomes from your project or activity i.e. if you are looking to run a project to upskill teachers to implement engineering projects in your school, the three outcomes could be:
  1. 5 teachers are trained.
  2. Training happens during autumn term 2019.
  3. 4 out of 5 teachers deliver engineering projects in winter & spring of the same school year.
- Please ensure you provide full details and costs for your project, including any funding provided by others, and make the objectives SMART (Specific, Measurable, Achievable, Realistic and Timely) for the committee to effectively analyse the intended outcomes.

### **SMART Objectives**

Identify the outcomes to be achieved from your project/activity and then develop a set of SMART objectives to help you achieve them. Set this out as a statement guided by the criteria below.

- Specific – what will be accomplished?
- Measurable – are the objectives quantifiable?
- Achievable – Can the objective aid in the accomplishment of the outcome in the proposed time frame with the available resources and support?



- Realistic – Does the objective address the outcome? Will the objective have an impact on the outcome?
- Timely – Does the objective propose a timeline when the outcome will be met?

### **What can we fund?**

Projects, activities and programmes which will benefit the school community in measurable outcomes in relation to the Challenge Fund criteria detailed in this document.

### **What we do not fund**

No funds will be given for existing salary costs or general office costs such as photocopying, mailing etc.

We will not fund projects that promote any form of discrimination (including, but not limited to, religion, gender, sexual orientation, ability, ethnic identity) or which promote a specific religion, political views or military recruitment. However, projects which are intended to address a specific under representation such as programmes which encourage women into construction or engineering would be acceptable.

We will not fund projects that are in receipt of funds from other industrial companies and/or commercial sources.

### **Timeframe of the Application Process**

**23<sup>rd</sup> April 2019** - Applications open.

**3<sup>rd</sup> June 2019** – Applications closed.

**18<sup>th</sup> June 2019** – Committee meets to discuss applications – timing based on the committee's availability.

**19<sup>th</sup> June 2019** – Schools are notified of the decision on their application and informed of final amount of funds they will receive based on the funding criteria.

**24<sup>th</sup> June 2019** – Disbursement Ceremony.

Please note, 6 months after the funds have been awarded, we will send to you a monitoring form that you will use to tell us about the progress of your project and how much has been spent according to your proposed timescale. Failure to produce this may result in funding being withdrawn.



## **Guidance Notes**

### **1 General**

Please fill out this section in full including all relevant contact information in case there are any queries about your application.

#### **1.1. Organisational Mission**

Please tell us about your school's overarching mission, vision and values. Please include any other information you may think would be useful when considering your application.

### **2. The Project**

Tell us the name of the project, the amount of funding being requested and the projected start and end dates of the project.

#### **2.1 Project Details**

Please provide full details about the project/activity. Key points to include are; has the project been run before? If yes, what were the outcomes? What benefit does it provide to those who attend/interact with the project? Does this fulfil a gap in the current curriculum, or would it enhance the learning environment of the students?

Please refer to the guidance notes for details of costs / projects which cannot be supported.

#### **2.2 Challenge Fund Priorities - Project Outcomes**

Whilst the Challenge Fund will try to support as many projects as possible the main priorities are with projects that clearly demonstrate their relation to construction and engineering within an educational framework.

Tell us about your project outcomes and how you intend to achieve them. It will help you if you make your outcomes SMART.

#### **2.3 How will you make this project happen?**

Please include a timeline for the project. Please include start/end dates, when key invoices may need to be paid, crucial milestones for outcomes to be met and critical delivery points for success.

Please note, there will be a 6-month review after the funds have been disbursed to monitor progress and expenditure according to the proposed timeline.



#### 2.4 New project or an on-going project application?

Tell us if this is a new project or continuation of an ongoing initiative. If part of a current project, tell us some more information about the work that has gone on so far and indicate the total cost of the project. If it is an ongoing initiative, please provide detail of where it will be innovative.

#### 2.5 Project budget

Please provide a balanced budget for your project, showing main categories of expenditure and income sources.

A balanced budget is a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists.

If necessary, this can be submitted as a separate document in a similar format.

#### 2.6 Other funding sources

If you are receiving funds elsewhere please provide a breakdown of what has been secured, what is pending and how this affects your projects final budget.

Please note, we will not fund projects that have been financed by other industrial organisations and/or commercial sources

#### 2.7 Partial funding

If the full amount requested is not awarded, will the project be able to go ahead? If so, how?

#### 2.8 Legacy impact

What impact will the project have after it ends, will there be any continuation or additional benefits that come from it? The Challenge Fund is keen to support projects that will have a legacy or lasting effect.

### **Appendices to include with your application**

#### **Budget**

Relevant budget information for the activity/project you are applying for funds for must be included. Please show clearly where and on what the funds are expected to be spent.

#### **How your application is assessed**



All applications are assessed by the Challenge Fund Committee. All applications are reviewed in accordance with the criteria and guidelines. The committee will then look at how the project/activity aligns with the Challenge Fund's key priorities. Finally, the committee will take the shortlisted applications to a final vote to select the successful applications.

This guidance document is designed to assist applicants in the application process, but the committees' decision is final and not subject to any appeal. Unfortunately, we cannot guarantee funding for all applicants or to pay the full amount requested.

### **Reasons your application may be unsuccessful**

Due to the sheer amount of applications we receive it is difficult to fund all projects/activities. A few reasons your applications may be rejected are;

- If the project objectives are not SMART
- Incomplete application form
- Not providing all supporting documents/information
- If the project would be unable to go ahead without the total funding requested.

### **Feedback**

Where possible, feedback will be given as requested. The committee are keen to provide advice and pointers for future applications.

### **Monitoring Forms**

We monitor all the projects we fund to make sure they are meeting our funding priorities, achieving what we have agreed together and for updating MVV's stakeholders on the impact the granted funds are making. One of the ways we do this is by asking you to complete our monitoring forms to tell us about the projects' progress in line with your proposed timeline.

The forms will be sent out with the confirmation of successful applications.

The purpose of the monitoring forms is to allow the committee to evaluate the objectives and outcomes at two points throughout the delivery of the project/activity.

The first monitoring form is due six months after the funds have been received. All funds must not be spent at this point. The last monitoring form will be due 12 months after the funds have been received.

### **Questions and Further Information**

If you have any questions with regards to the application please email Mimi Mwasame, Community Liaison Manager, [mimi.mwasame@mvvuk.co.uk](mailto:mimi.mwasame@mvvuk.co.uk).