



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS014

Darwin plus: Overseas Territories Environment And Climate Fund Project Application Form

Submit by Monday 7 January 2013

Please read the Guidance Notes before completing this form
Information to be extracted to the database is highlighted in blue

Basic Data

| | |
|---|--|
| 1. Project Title | Building capacity to develop and provide long-term sustainability for St Helena's paper and card recycling unit |
| 2. OT(s) covered by proposal | St. Helena |
| 3. Start Date: | July 2013 |
| 4. End Date: | July 2015 |
| 5. Duration of project (cannot be longer than 24 months) | 24 months |

| Summary of Costs | 2013/14 | 2014/15 | 2015/16 | Total |
|--|---|----------------|----------------|-----------------|
| 6. Budget requested | £56,768 | £29,066 | £13,366 | £99,200 |
| 7. Total value of Co-funding | £16,000 | £16,000 | £16,000 | £48,000 |
| 8. Total Project Budget (all funders) | £72,768 | £45,066 | £29,366 | £147,200 |
| 9. Names of Co-funders | St. Helena Government and Health and Social Welfare Directorate | | | |

| | |
|---|---|
| 10. Lead applicant organisation (who will be responsible for delivering outputs, reporting and managing funds) | SHAPE |
| 11. Project Leader name | Martin Joshua |
| 12. Email address | shape@cwimail.sh |
| 13. Postal address | SHAPE Head Centre, Sandy Bay. St. Helena Island, STHL 1ZZ |
| 14. Contact details: Phone/Fax/Skype | 002904690 |

| | | | | | | | | |
|--|---------|--------|-----------|-------------------------------------|-------------------|--------------------|-----------------------|--|
| 15. Type of organisation of Lead applicant. Place an x in the relevant box. | | | | | | | | |
| OT GOVT | UK GOVT | UK NGO | Local NGO | <input checked="" type="checkbox"/> | International NGO | Commercial Company | Other (e.g. Academic) | |

16. Principals in project. Please identify and provide a one page CV for each of these named individuals. You may copy and paste this table if you need to provide details of more personnel or more than one main, or other, project partner.

| Details | Project Leader | Project Partner 1 - Main | Project Partner 2 |
|-------------------------------------|-----------------------|---|-----------------------|
| Surname | Joshua | Pelembe | Rob |
| Forename(s) | Martin | Tara | Midwinter |
| Post held | Manager | Director | Director |
| Institution (if different to above) | SHAPE | St. Helena Government Environmental Directorate | Enterprise St. Helena |
| Department | SHAPE | Environmental Risk Management Division | Enterprise St. Helena |
| Telephone/Skype | | | |
| Email | _____ | _____ _____ | _____ |

| Details | Project Partner 3 | Project Partner 4 - Main |
|-------------------------------------|---|--------------------------|
| Surname | Mc Daniel | Henry |
| Forename(s) | Cilla | Derek |
| Post held | Social Services Manager | Manager Central Admin |
| Institution (if different to above) | St. Helena Government Health and Social Welfare Directorate | St. Helena Government |
| Department | Social Services | Secretariat |
| Telephone/Skype | | |
| Email | _____ | _____ |

17. Has your organisation received funding under the Darwin Initiative before? If so, please provide details of the most recent (up to 3 examples).

NO

| Reference No | Project Leader | Title |
|--------------|----------------|-------|
| | | |
| | | |
| | | |

18. If your answer to question 17 was no, provide details of 3 contracts previously held by your institution that demonstrate your credibility as an implementing organisation. These contacts should have been held in the last 5 years and be of a similar size to the grant requested in this application.

| | |
|---|---|
| Contract 1 Title | OPEP |
| Contract Value | £97,000 |
| Contract Duration | 3 years |
| Role of institution in project | Provision of core funding to set up a paper and card recycling facility |
| Brief summary of the aims, objectives and outcomes of the contract. | <p>The project established the first paper and card recycling facility on island with core activities focusing on the purchase of mechanised equipment and employment of an assistant trainer. Both activities aimed to increase production capacity of fuel briskets.</p> <p>As a result of increased staff and added space, the number of disabled clients at SHAPE increased from 12 to 27.</p> <p>The project purpose to improve waste management, provide work opportunities and integrate disabled people into the workplace was actively achieved.</p> |
| Reference contact details (Name, e-mail, address, phone number). | <p>Alison Friel EA to Tom Kelly</p> <hr/> <p>Overseas Territories Department Department for international Development</p> |

| | |
|---|---|
| Contract 2 Title | UNDP |
| Contract Value | 3 years |
| Contract Duration | 50,000 |
| Role of institution in project | Provided funding for Integration of Vulnerable people into the workplace |
| Brief summary of the aims, objectives and outcomes of the contract. | <p>This project saw the integration of vulnerable people into the work place. This included training of disabled and long term unemployed people in agriculture, recycled paper products and traditional craft skills.</p> <p>The project included the recruitment and management of two trainers in relevant skills area. It renovated the centre to become disabled friendly, purchased suitable equipment including ICT related resources.</p> <p>The end result saw a renovated building, excellent resources including sensory software.</p> |
| Reference contact details (Name, e-mail, address, phone number) | <p>Ms Alfreda Yon. Development Officer</p> <hr/> <p>Corporate Procurement Directorate</p> |

| | |
|--------------------------------|---|
| Contract 3 Title | Service Level Agreement to Provide Community Workfare Scheme (SHAPE Health and Social Welfare Directorate). |
| Contract Value | £16,900 |
| Contract Duration | 1 year |
| Role of institution in project | Provides a Service Level Agreement with SHAPE to deliver the 'Community Workfare Scheme'. |

| | |
|---|---|
| Brief summary of the aims, objectives and outcomes of the contract. | The programme engaged an additional 12 disabled, vulnerable and long-term unemployed to train and work at SHAPE |
| Reference contact details (Name, e-mail, address, phone number). | Mrs Christine Coleman Social Care Manager <hr/> |

| | |
|---|--|
| Contract 4 Title | SHG Grant |
| Contract Value | 22,500 |
| Contract Duration | 1 year |
| Role of institution in project | Provides core funding |
| Brief summary of the aims, objectives and outcomes of the contract. | To fund the employment of three staff members to manage and provide training at SHAPE for disabled and vulnerable clients. |
| Reference contact details (Name, e-mail, address, phone number). | Mr Derek Henry Manager Central Admin, <hr/> |

Project Details

19. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (100 words max)

- Increase SHAPE's capability to process a significant percentage of recycled paper and card.
- To reduce the amount of paper and card going into landfill from 12% to 6% by 2015
- Provide the capacity for SHAPE to increase its mechanisation to enhance its production of pulp.
- The percentage of disabled working people on island will increase from 50% to 66% providing 6 additional work opportunities.

SHAPE's Paper and Card recycling centre will be a model centre using renewable energy sources and will be environmentally efficient and as far as practical financially sustainable.

20. Background: (What is the current situation and the problem that the project will address? How will it address this problem? What key themes will it address? (200 words max)

- SHAPE, St. Helena's Active Participation in Enterprise, provides training and work experience for 50% of disabled working age on island.
- In April 2011 OTEP funding initiated a Paper and Card recycling facility at SHAPE. This was the first such venture for the island. The project focused on production of fuel briskets. SHAPE invested in machinery and employed an assistant trainer and progressed from producing 100 fuel bricks per week to 1000 and went from employing 22% to 50% of disabled working age clients.
- SHAPE's Head centre, situated in a cold and damp part of the island provided challenges: small and cramped premises made space and drying capacity limited. SHAPE rented new premises and with OTEP and UNDP funding launched a disabled-friendly Paper and Card Recycling Centre.

- In addition to firebricks, other products from paper pulp were successfully trialled.
- Extensive market research led to products being successfully marketed both locally and internationally. Local shops now stock SHAPE products and the 'Arts and Crafts' buy up-front to sell to locals and tourists. To date SHAPE is unable to meet the product demand.
- In 2012 SHAPE worked closely with Environmental Management Directorate (EMD) providing statistical information on its paper processing and a recent landfill analysis indicates paper and card waste has been reduced by 2.8%. EMD has attributed reductions this last year to the work of SHAPE.
- SHAPE's current capacity allows it to provide a reasonable service. It has purchased machinery and vehicles, secured an appropriate property for rental and begun processes to operate as a recycling plant. Its aim is to increase employment opportunities for disabled people, ensuring that the centre has suitable equipment and additional staff whilst creating environmental awareness within the community. The recycling centre aims to make significant reductions in the landfill through low cost actions.

21. Methodology: Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and responsibilities, project management tools etc). Give details of any innovative techniques or methods. (500 words max)

The SHAPE Manager will resume management responsibility for the majority of the project, leading on the intended outcomes. The SHAPE Board of Directors will act as support and provide accountability controls. The Treasurer will conduct all budget auditing controls

1. A consultation process will take place with all stakeholders to discuss operational processes: methods, timing, frequency as provided for 'collection' and 'drop off' services.
2. A procurement process will be fully initiated to include negotiating with all relevant parties on the purchase of new equipment and machinery. The final outcome will see these installed on time and on budget. Installation of the Paper Press will improve the quality of the paper currently produced. The mule-buggy will assist disabled clients with the transporting of materials around challenging parts of the building.
3. Contractual arrangements and planning application for installation of the renewable energy sources will be arranged. These will provide power for air-conditioning units which is a necessity for the building which will become extremely hot in the warmer months of the year. The centre will be equipped with a solar powered fridge, reducing the reliance on grid power. Water tanks will make excellent use of grey water for the pulping process. Renewable energy sources are an important development for the recycling centre.
4. Extensively research, trialling and marketing of pulp products will add new lines to our current stock. It is recommended that the underside of the roof in the recycling building be insulated to reduce heat influx to the rooms. SHAPE will lead the way with trialling its own pulp as an insulator.
5. A Volunteering Programme and a Tourist Workshop Programme will be rolled out by The Chair of the SHAPE Board of Directors. These initiatives are aimed at building people capacity and capitalising on the tourism market to build revenue for the centre
6. Recruitment for 2 additional staff members will be processed and an overseas training programme arranged to allow a trainer to be trained with new ideas. This training experience will then be cascaded allowing four staff members and eighteen clients training in pulp products.
7. 6 additional clients will attend SHAPE and work within the recycling centre.
8. Through a grass-roots approach awareness programmes of the importance of recycling within the island recycling will be created. Some basic promotional techniques will be used, posters encouraging people to send their paper waste to SHAPE.
9. A robust monitoring process will be formed with EMD to monitor and evaluate the landfill situation with regards paper and card.
10. The Project Manager will work proactively to ensure timely completion of the project, including delivery against targets, budget and quarterly reporting. Regular communications will be conducted between Project Manager, SHAPE board of Directors and all stakeholders. The Project manager will ensure the project is managed efficiently, cost effectively and in-line with SHG financial and contractual regulations.

22. How does this project:

- a) Deliver against the priority issues identified in the assessment criteria
 - b) Demonstrate technical excellence in its delivery
 - c) Demonstrate a clear pathway to impact in the OT(s)
- (500 words max)

PRIORITY ISSUES

St Helena is in the first stage of airport construction and it is anticipated that shortly after completion there will be a large increase in the number of tourists, which will put increasing pressure on landfill requirements/need for alternative solutions to landfill. SHAPE is in a unique position to proactively respond to issues with positive solutions, turning it into a business opportunity. Presently the government is at the beginning of reducing its footprint; this application supports this move since it focuses on developing, expanding and sustaining private sector business. i.e. it will ensure SHAPE can tap into new opportunities, and the whole community can move with change. SHAPE contributes to all three pillars that supports St. Helena's Sustainable Development plan – environmental, economic and social development. The project contributes to a range of the island's strategic goals and hence supports all the top three priority issues

Environmental

This project will contribute to delivering the 10 year Environmental Management Plan (EMP), EMD's Solid Waste Management plan, contribute to the EMD's Recycling forum, and deliver on EMP agreement /target of - 10% reduction in paper and card going into landfill by Dec 2014. This Project sets a target to reduce to 6 % by 2015.

Economic:

SHAPE supports the island's vision – a vibrant economy, providing opportunities for all, especially the poor disabled. It contributes to economic growth through its production of locally produced niche products. This project will engage directly with the tourist market and provide the capacity to purchase equipment to utilize renewable sources and make the centre a model green business enterprise.

Social:

SHAPE is the only organisation providing social awareness and work for the disabled and vulnerable. Through SHAPE they are able to lead independent and fulfilling lives. This project provides structures for additional clients to work and train. This project fulfills the EMP target for 'Civil Societies and business to go green by Dec 2014'.

IMPACTS

SHAPE has strong support from SHG and its associate Directorates through Service Level Agreements. This project provides an environmentally sound alternative to landfill waste. As a result there will be a reduction in landfill waste and it will increase capacity for SHAPE to provide training to disabled clients who would otherwise become isolated from the community/ have no other means of developing skills to livelihood generation. The project provides training to locals in new avenues and will ultimately provide St Helena's first model green recycling centre.

The long-term sustainability to SHAPE for this project is the impact on revenue the project allows to be generated.

TECHNICAL EXCELLENCE

The project achieves technical experience through the use of efficient and appropriate technology including the use of renewable energy and in seeking to address a key and growing issue for most OTs, namely waste management. The outcomes will benefit local people and livelihoods. SHAPE also provides a green social enterprise model for other OTs by demonstrating that recycling can reduce landfill and create jobs, produce marketable goods and also achieve social goals by employing disabled people.

23. Who are the stakeholders for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them. (250 words max)

- **St. Helena Government (SHG)** provides core funding for SHAPE to operate as a Social Enterprise employing disabled, vulnerable and long term unemployed people. This funding creates three employment posts: a Manager, an Administrative Assistant and two Trainers. SHG fully supports the work of SHAPE and its aim to operate St. Helena's first paper and card recycling centre.
- **Health and Social welfare Directorate (H&SW)** works in partnership with SHAPE through a Service Level Agreement to deliver the 'Community Work Fare scheme' The SLA provides employment for a Trainer and transport for the clients. H&SW resumes responsibility for referral of clients to SHAPE and for the monitoring and assessment of the clients' physiological, social and emotional needs. H&SW is very supportive of the environmentally focused work being done at SHAPE involving disabled people.

Environmental Management Directorate (EMD) –provides advice and support for effective environmental monitoring purposes. SHAPE has built a positive working relationship with the Director and members of the Waste Management Team In 2012 EMD have provided mechanisms for landfill monitoring of paper and card. SHAPE has collaborated with EMD staff on this project

Enterprise St. Helena (ESH) is the Landlord of the property rented by SHAPE for the Paper and Card Recycling Centre. Tourism sits under ESH and together these two parties have shown great support for the work that SHAPE does. ESH are sympathetic to the developments SHAPE wish to make to the property to enable it to become a fully functioning 'Green' Recycling Centre for paper and card. In kind business advice and guidance are provided with SHAPE's social enterprise status.

24. Institutional Capacity: Describe the implementing organisation's capacity (and that of partner organisations where relevant) to deliver the project. (500 words max)

In 2004 St. Helena's first social enterprise was formed. Modelled on a Shetland Island company the enterprise sought to develop opportunities for St. Helena's disabled, vulnerable and long term unemployed, an extremely disadvantaged group of people. Over the past eight years, governed by an annually elected Board of Directors and guided by Articles of Association, SHAPE has developed from a small 2 staff, 5 client organisation to its present state of 6 staff, 32 clients.

In 2004 SHAPE managed a small budget for renovations only and at the end of the financial year 2012 its book value is £90645.00

In the past year SHAPE has managed a budget totaling £104172.00 and has delivered on outcomes of a number of projects including an OTEP and UNDP projects.

SHAPE has successfully begun the first steps to establishing the first paper and card recycling facility on island. In the 2012 landfill census the significant reductions in paper and card were attributed to the work of SHAPE.

SHAPE has a strong and healthy working relationship with all its stakeholders. The Governor is extremely supportive and proud of SHAPE and has visited regularly and ensured visiting dignitaries have a visit to SHAPE on their itinerary. Education and Employment and Health and Social welfare Directorates provide financial and other related support.

SHAPE has formed a close working relationship with the newly established Environmental Management Directorate (EMD). Regular monthly meetings are held with the Director and staff from EMD. Advice and guidance are provided and SHAPE provides monthly statistics for the waste management monitoring systems.

SHAPE has a strong focused leadership. The Board of Directors provides the constitutional backing (guided by detailed Articles of Association) and the SHAPE Manager with his excellent project management skills and apt abilities runs SHAPE with an empathetic and efficient manner

Throughout the local community there is strong support for SHAPE, fundraising events are well attended and in 2012 SHAPE raised £16,453.63 on fundraising and donations, a significant proportion of the funding required for SHAPE to operate.

SHAPE has built a strong social presence in the community. It provides a caring service for a disadvantaged group of people and as the only social enterprise on island is fast becoming a model organisation. SHAPE has strong business ethics and a deep-seated corporate social responsibility.

25. Expected Outputs

| Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>) | Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>) | Status before project/baseline data (<i>what is the situation before the project starts?</i>) | Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>) |
|---|--|--|--|
| 1. A fully functioning economically sustainable model recycling centre that uses efficient machinery, renewable energy and is disabled friendly. | Centre is, fully equipped and operating as a disabled friendly energy efficient recycling centre. Increase revenue through sale of products, Tourist Workshops and increased marketing strategies to an anticipated £8K Energy supplied from renewable sources accounting for 50% of anticipated energy needs Community participation | Some degree of machinery being used and establishing to operate as a disabled friendly recycling centre. Revenue from sale of products for the year 2012 : £1,662.54 Tourists visiting SHAPE in 2012 :150 Limited revenue received from tourists through purchase of products and donations. All energy supplied through the electrical grid | SHAPE accounts SHAPE Head Centre and recycling centre visitor book SHAPE visitor/ tourist statistics Energy Bills |
| 2. Increased 'manpower' through employment of two additional full time staff and, a robust volunteering programme thus creating an additional six placements for disabled clients | Two additional staff recruited A successful volunteering programme providing extra <i>in kind</i> help Six new clients attending and working in the recycling centre | 1 full time trainer employed 1 temporary trainer employed until March 2013 Limited capacity for additional clients with lack of adult ratio Volunteering programme weak and limited | SHAPE Employment statistics report SHAPE client register Volunteering programme/ monitoring report and statistics for SHAPE Board of Directors |
| 3. A Trainer/s trained through an overseas exposure visit and training experience cascaded to staff at SHAPE | Trainer/s received excellent training overseas and cascaded to staff to ensure all have benefitted. | Training limited to Trainers own knowledge and research | Training report presented to SHAPE Board and Recycling Forum |

| Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>) | Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>) | Status before project/baseline data (<i>what is the situation before the project starts?</i>) | Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>) |
|--|--|--|--|
| 4. Increased use of pulp material including trialling of pulp as an insulator for buildings | 1000kg per week of pulp produced and an increased range of products are sold providing an increased revenue A successful trial of pulp as a building insulator has been carried out on SHAPE recycling centre | 114Kg of pulp per week produced and used in a limited range of products. Limited use of pulp. Currently buildings on island are not insulated There is a recommendation that the recycling centre is insulated | SHAPE pulp statistics SHAPE account and sales statistics Report on building insulator trial for SHAPE Board of Directors |
| 5. The amount of paper and card ending up in the landfill is reduced by 50% | 6% reduction of paper and card in Landfill | 12% of landfill is made up of paper and card | Waste Management Wheel |

26. Expected Outcomes: How will each of the outputs contribute to the overall outcome of the project? (100 words max)

The amount of paper and card going into the landfill will be significantly reduced because locals and business will become more aware of the need to recycle using SHAPE's Paper and Card Recycling Centre. The centre will be well equipped, run as far as possible using renewable and energy efficient sources and led by a well trained Trainer who will have had an overseas exposure in recycling of paper and card. The centre, with its robust volunteering programme will provide work opportunities for a further six disabled clients increasing the number of disabled people in the work place from 50 to 61%. This will in turn provide increased work opportunities for three additional people. The revenues realised from tourists and sale of products will increase considerably and will contribute to the financial sustainability of the centre.

27. Main Activities

| | |
|-----------------|---|
| | Activities or tasks to be done to deliver the outputs. Include activities on information sharing and collaboration with other OTs |
| Output 1 | Technical Excellence: A fully functioning, economically sustainable model recycling centre that uses mechanised machinery, renewable energy and is disabled friendly |
| 1.1 | Purchase and install additional machinery and equipment (disabled friendly) to improve the level of pulp production |
| 1.2 | Purchase and install energy efficient equipment (primarily solar) and increase and improve capacity to collect and use grey water in pulp processing |
| 1.3 | Increase production of pulp |
| 1.4 | Conduct ongoing research into uses for pulp |
| 1.5 | Trial of pulp as a building insulator in SHAPE recycling centre |
| 1.6 | Improved marketing strategies leading to better sales and increased revenue |

| | |
|-----------------|--|
| Output 2 | Capacity Building: Increased 'manpower' through employment of three new full time staff and, a robust volunteering programme thus creating an additional six placements for disabled clients. |
| 2.1 | Recruit two additional staff members |
| 2.2 etc | Identify a volunteer to facilitate and monitor a volunteering programme |
| 2.3 | Provide placements for six additional disabled clients |
| Output 3 | Capacity Building: A Trainer trained through an overseas exposure visit and training experience cascaded to staff at SHAPE |
| 3.1 | Identify an appropriate training course and placement |
| 3.2 etc | Implement planning processes for training course (travel etc) |
| 3.3 | Training will be undertaken by one staff member |
| 3.4 | Staff member on completion of training will share practice, cascading of training and will present a report with recommendations to Board of Directors |
| 3.5 | Review of training conducted |
| Output 4 | Impact: Community Participation of paper and card recycling translated into action with increased use of recycling services |
| 4.1 | Development of an efficient collection system for waste paper |
| 4.2 etc | Provide an accessible 'Drop off Service' for waste paper |
| 4.3 | Create an awareness to translate community participation of recycling paper into action with a grass-roots approach |
| Output 5 | Priority: The amount of paper and card ending up in the landfill is reduced from 12% to 6% |
| 3.1 | Landfill waste management Paper and Card baseline data fully established with EMD |
| 3.2 etc | Regular monitoring processes in place |

28. Risks

| Description of the risk | Likelihood the event will happen (H/M/L) | Impact of the event on the project (H/M/L) | Steps the project will take to reduce or manage the risk |
|---|--|--|---|
| Inappropriate machinery purchased | L | M | Extensive research and advice sought for best options |
| Revenue /sales low therefore lack of capacity building for sustainability | M/H | M | Need excellent marketing strategies to include increased advertising. A marketing plan will be developed. Pricing of goods needs to thoughtfully considered |
| No identified training | L/M | H | Begin the process for training early. Research extensively and seek advice on suitable training courses/ venues Plan carefully and thoroughly Have a clear vision for expectations of training programme with robust mechanisms for developments beyond the training process. |

| Description of the risk | Likelihood the event will happen (H/M/L) | Impact of the event on the project (H/M/L) | Steps the project will take to reduce or manage the risk |
|--|--|--|---|
| No staff employed - | L | H | Provide attractive salaries and incentives Recruitment process to be conducted in a timely manner, allowing for advertising and interviewing processes to be completed |
| No volunteers willing to help | M | M | Develop a thorough volunteering programme and ensure it is well organised with motivating factors for volunteers Advertise extensively with appeals to the public |
| Lack of Tourist interest in workshops | M | H | Create extensive promotion, through Tourist office, RMS St. Helena, Newspaper, posters. Be willing to open during out of hours times |
| Paper and card not being recycled by locals and business | M | H | Create ongoing awareness, provide a cost free service Ensure service operates effectively and is in keeping with the needs of the island |
| The percentage of paper and card in landfill not reduced | M | H | Effective monitoring systems Robust management of project Effective promotion of reasons to recycle paper and card |

29. Sustainability: How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this? (200 words max)

SHAPE's Paper and Card Recycling Centre sustainability will be generated by increased revenue through diversifying products and selling products further than St Helena e.g. on web, income from tourism, fundraising/donations- as befits a Social Enterprise and the Annual Grants received through SHG and associate Directorate through Service Level Agreements. Likewise the securing of additional funding streams and other spin-off projects will be pursued.

Financial and environmental sustainability achieved through:

1. Use of renewable energy resources primarily solar panel and grey water usage, reducing costs of electricity and water and providing a model green building
2. Tourist workshops increasing revenue.
3. Products marketed both locally and internationally and effective use made of the online Etsy site www.etsy.com

Production levels increased through:

1. Increased 'manpower' through a robust volunteering programme
2. Employment of 2 additional staff
3. Placements for 6 additional disabled clients
4. Mechanised systems in place to enhance production levels

Environmental sustainability is the driving force of this project with the aim to significantly reduce the levels of waste going into a rapidly filling landfill. Through a grassroots approach a change of attitude within the local community towards recycling and the benefits it has to the environment will happen. The long term aim is for SHAPE to contribute positively to the waste management systems on island and the overall effects on global warming.

30. Monitoring & Evaluation: How will the project be monitored and who will be responsible? Will there be any independent assessment of progress and impact? When will this take place, and by whom?
(250 words max)

- All statistical monitoring related to the landfill will be conducted by **Environmental Management Directorate**. SHAPE will provide monthly statistics on paper waste collected and pulp used. A baseline percentage is currently being established and Environmental Management Directorate is on target to set this by October 2013.
- A robust monitoring system will be set up with **Environmental Management Directorate** to establish percentage of households/ businesses recycling their paper and card waste.
- The **Administrative Assistant** at SHAPE will keep regular monthly report on sales and SHAPE accounts; this will be presented to the SHAPE Manager weekly and the Board of Directors Monthly. The Accounts will be audited monthly by the SHAPE Treasurer.
- The **Administrative Assistant** at SHAPE will keep records of numbers of tourists and visitors taking part in workshops with presentations monthly to the SHAPE Board of Directors.
- All external monitoring of the project will be conducted by the **SHAPE Board of Directors** who will provide accountability for the project.

The project completion report is **due up to 3 months** after the project is over and is linked to the final payment.

31. Use of information: If your application is successful, the information in this form may be published on the internet or used in publications. If there are any parts of the application which you do not want to be used in this way, please indicate them in the box below.

32. Financial controls: (Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?)

All financial controls will be ultimately covered by the SHAPE Board of Directors. The Project Manager will maintain responsibility for budget control and the Treasurer of the Board of Directors who is CAT (Certified Accounting Technician) certified will provide auditing controls.

Please complete the separate Excel spreadsheet which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. **Budgets submitted in other currencies will not be accepted.** Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

33. Value for Money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

(300 words max)

- There has been a cost effective and efficient attitude to the budget planning process. All requests are in line with SHAPE Business Planning and Strategic Planning processes and the new acquisitions will develop the service currently provided.
- All expenditure will undergo a vigorous procurement process ensuring that the right goods of the right quality are delivered on time, and at the right cost.
- New staff appointments will be locally recruited and will therefore fall in line with local employment rates.

- The Volunteering Programme will provide increased 'manpower' without financial implications. This will provide supervision duties and the power to help our disabled workforce to create products faster to fulfil demands.
- A careful timeline of events has been considered to make the best use of staffing to eliminate the need for employment of additional staff during the time one member is off island on overseas training. A significant assumption is that we will identify a suitable training that fits with the needs of the SHAPE recycling centre.
- To build financial capacity for the recycling centre, the developing tourist market will be exploited. A significant assumption being that we will financially engage the anticipated tourist market
- The project will be managed by the SHAPE Manager thus reducing project management costs significantly
- With the use of renewable energy sources there will be excellent value for money. It is anticipated that the energy and water costs for SHAPE will be reduced to 50% with the use of these sources and that in time investments from this project will see this considerably reduced.

Provide a project implementation timetable that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended work plan for your project (Q1 starting April 2013)

| Activity | No of Months | Year 1 | | | | Year 2 | | | | Year 3 | | | |
|-----------------|---|--------|----|----|----|--------|----|----|----|--------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Output 1 | A fully functioning economically sustainable model recycling centre that uses mechanised machinery, renewable energy and is disabled friendly | | | | | | | | | | | | |
| 1.1 | Procurement processes for machinery/ equipment | | | | | | | | | | | | |
| 1.2 | Purchase and shipping of machinery/equipment | | | | | | | | | | | | |
| 1.3 | Planning processes for adjustments to centre | | | | | | | | | | | | |
| 1.4 | Installation of machinery/equipment | | | | | | | | | | | | |
| 1.5 | Purchase and install energy efficient equipment (primarily solar) and increase and improve capacity to collect and use grey water in pulp processing | | | | | | | | | | | | |
| Output 2 | Increased manpower through employment of two new full time staff and, a robust volunteering programme thus creating an additional six placements for disabled clients. | | | | | | | | | | | | |
| 2.1 | Recruitment process for one additional staff | | | | | | | | | | | | |
| 2.2 etc | Set up and facilitate a volunteering programme | | | | | | | | | | | | |
| 2.3 | Begin processes for 3 additional clients | | | | | | | | | | | | |
| 2.4 | Recruitment process for final staff member | | | | | | | | | | | | |
| 2.4 | Begin process for 3 additional clients | | | | | | | | | | | | |
| Output 3 | A Trainer trained through an overseas exposure visit and training experience cascaded to staff at SHAPE | | | | | | | | | | | | |
| 3.1 | Identify suitable training course | | | | | | | | | | | | |
| 3.2 | Implement planning processed for Training course (travel etc) | | | | | | | | | | | | |
| 3.3 | Training undertaken | | | | | | | | | | | | |
| 3.4 | Trainer back on island and sharing practice with rest of staff- report and recommendations presented | | | | | | | | | | | | |
| 3.5 | Review of recommendations of training carried out | | | | | | | | | | | | |
| Output 4 | Community Participation of paper and card recycling translated into action with increased use of recycling services | | | | | | | | | | | | |
| 4.1 | Work with EMD to set a baseline data for households/business using SHAPE recycling service | | | | | | | | | | | | |
| 4.2 | Set up monitoring systems | | | | | | | | | | | | |

| Activity | No of Months | Year 1 | | | | Year 2 | | | | Year 3 | | | |
|--|--------------|--------|----|----|----|--------|----|----|----|--------|----|----|----|
| | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| 4.3 Awareness and promotions of services | | | | | | | | | | | | | |
| 4.4 Review of processes | | | | | | | | | | | | | |
| Output 5 The amount of paper and card ending up in the landfill is reduced to 6.7% | | | | | | | | | | | | | |
| 5.1 Landfill waste management- Paper and Card baseline data fully established with EMD | | | | | | | | | | | | | |
| 5.2 Regular monitoring processes in place | | | | | | | | | | | | | |
| 5.3 Project report compiled to ascertain success of project –amount of paper and card being processed by SHAPE is assessed | | | | | | | | | | | | | |
| 5.5 Final project report to include EMD data of landfill to assess amount of pulp being processed by SHAPE | | | | | | | | | | | | | |

CERTIFICATION 2013/14

On behalf of the company* of **SHAPE**
(*delete as appropriate)

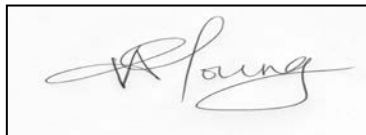
I apply for a grant of £ **99,200** in respect of **all expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful. *(This form should be signed by an individual authorised by the lead institution to submit applications and sign contracts on their behalf.)*

I enclose CVs for project principals and letters of support. Our most recent audited/independently verified accounts and annual report are also enclosed/can be found at (delete as appropriate):

| | |
|-------------------------------------|---------------------------------|
| Name (block capitals) | Vyona Young |
| Position in the organisation | Chair, SHAPE Board of Directors |

Signed:



Date:

5th January 2013

Application Checklist for submission

| | Check |
|---|-------|
| Have you provided actual start and end dates for your project? | Yes |
| Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP? | Yes |
| Have you checked that your budget is complete , correctly adds up and that you have included the correct final total on the top page of the application? | Yes |
| Has your application been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable in the email) | Yes |
| Have you included a 1 page CV for all the principals? | Yes |
| Have you included a letter of support from the <u>main</u> partner(s) organisations? | Yes |
| Have you included a copy of the last 2 years' annual report and accounts for the lead organisation? An electronic link to a website is acceptable. | Yes |
| Have you read the Guidance Notes? | Yes |
| Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates? | Yes |

Once you have answered the questions above, please submit the application, not later than midnight GMT at the end of Monday 7 January 2013 to Darwin-Applications@ltsi.co.uk using the first few words of the project title **as the subject of your email**. If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc). You are not required to send a hard copy.

DATA PROTECTION ACT 1998: Applicants for grant funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which the Department considers necessary for the administration, evaluation, monitoring and publicising of Darwin Plus. Application form data will also be held by contractors dealing with Darwin Plus monitoring and evaluation. It is the responsibility of applicants to ensure that personal data can be supplied to the Department for the uses described in this paragraph. A completed application form will be taken as an agreement by the applicant and the grant/award recipient also to the following:- putting certain details (i.e. name, contact details and location of project work) on the Darwin Initiative and Defra/FCO/DFID websites (details relating to financial awards will not be put on the websites if requested in writing by the grant/award recipient); using personal data for the Darwin Initiative postal circulation list; and sending data to Governor's Offices outside the UK, including posts outside the European Economic Area. Confidential information relating to the project or its results and any personal data may be released on request, including under the Environmental Information Regulations, the code of Practice on Access to Government Information and the Freedom of Information Act 2000.