



# **The Master Composter Programme for Scotland 2008-09**

Sarah Lagden  
CRNS



- The context
- How the Programme will work
- The objectives



## The Context:

- The need for a Master Composter Programme for Scotland:
  - Lack of consistency and coverage
  - LATS and diversion from landfill
  - Household Waste Prevention Action Plan
- The potential
  - Scotland wide
  - Environmental and social objectives



## Master Composter Schemes

- Well-established model:
  - Networks of trained volunteers
  - Support required for successful home composting
  - Local ownership and support
- UK and international network
- Existing Schemes in Scotland



## The Programme

- A Partnership:
  - The Scottish Government, Wrap, SWAG, Local Authorities, CRNS **and the community sector**
  - One year pilot
- Resources: toolkit and promotional material
- Centralised support, training, monitoring and evaluation
- Master Composter Funding Programme



## How the Programme works

- Master Composter Schemes:
  - Project Coordinators to train and support a network of volunteers
  - Working in partnership with the LA and Wrap HC Advisor to promote home composting in local communities
- Adding value to the Wrap HC Programme
- A long-term and sustainable solution to diverting biodegradable waste from landfill



## Aims of Programme:

- To promote home composting as a sustainable alternative to the disposal of organic waste
- To train and support volunteers to promote home composting locally
- To encourage more householders to compost
- To encourage existing composters to compost more effectively
- To monitor the impact of the Schemes
- To work with Wrap and SWAG to provide a consistent message



## But more than home composting...

- Also to provide supported volunteering placements throughout Scotland
- Additional social and environmental benefits of working with local communities



## **Contact details:**

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# Master Composter Funding Programme

## The Application Process

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- Funding available through Wrap from the Scottish Government
- Applications will be decided by MC Steering Group
- Constituted community groups / organisations are eligible
- Applications must fulfill aims of MC Programme
  - Use the toolkit provided
  - Attend training provided
  - Provide data required for evaluation



- Application period could take 6 - 8 weeks
- Initial application deadline to be announced
- Limited number of MC Schemes can be funded
- Application forms and guidance notes available on CRNS website



|  |
|--|
| Section 1 - Applicant & Organisation Details   |
|  |
| 1.1 Organisation Name:   |
| 1.2 Organisation Address:  |
| 1.3 Website Address:   |
| 1.4 Main contact: <a href="#">Person responsible for managing budget</a>                             |
| Position:  |
| E-mail:  |
| 1.5 Status of Organisation (e.g. registered charity, company limited by guarantee, friendly society) |
| <b>Must be constituted community organisation</b>  |



1.6 Please provide a brief description of the Organisation's activities:

How the MC scheme fits in with the organisation's current work or its aims and objectives

1.7 Financial Status: Annual Turnover (if applicable): £

Source of income: % Grant % Earned Income



Section 2 - About your Master Composter Scheme

2.1 Name of Scheme:

2.2 Estimated Scheme Start Date:

Allow 6-8 weeks + recruitment time

2.3 Geographical area served:

Waste Strategy Area, LA area or smaller area working in partnership. No overlap. As wide as possible but must have the resources /capacity.

2.4 Number of households served: No. of households in area



## 2.5 Project Description

Please give a full description of your project:

Include:

- Plans for development and promotion of Scheme
- Main objectives
- Main tasks involved in delivery
- How Scheme will integrate with existing activities

Attach timeline if possible



### Section 2 (contd.) - About your Master Composter Scheme

#### 2.6 Staffing - created or maintained by this scheme

|   | Newly created |
|---|---------------|
| Full time posts                             |               |
| Part time posts                             |               |
| Volunteer posts (10 hrs per week or more)   |               |
| Volunteer posts (less than 10 hrs per week) |               |
| Trainees/placements                         |               |

Should reflect scale of Scheme

#### 2.7 Project monitoring

Please list targets for your scheme and describe how you will measure the impact of your scheme.



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Please list targets for your scheme and describe how you will measure the impact of your scheme.

Include:

- Social benefits e.g. no. of volunteers
- Environmental benefits e.g. quantity of waste diverted through supporting householders
- Methodology to be used

\* More information will become available\*



## 2.8 Project management

Describe how you will administer and manage your scheme

- Capacity to manage the Scheme and a network of volunteers
- Examples of previous work e.g. waste minimisation, home composting or running a volunteer scheme

## 2.9 Volunteer management

Describe how you will recruit, retain and manage project volunteers.

- Recruitment, training and management of volunteers
- What will they do?
- What support and resources will be available to them?
- Will there be a reward scheme or any incentives?
- How will you communicate with them?



Section 3 - Engaging with Stakeholders

3.1 List other organisations who may be able to support your scheme:

For example: your local authority and other community groups.  
You should attach any letters of support from these organisations to your application form.

- Partnership working - avoid stepping on toes or duplication
- Working with LA, Wrap HC Advisor and small groups

- Current services?
- Identified need through current work?
- Survey?

3.2 How have you determined the need for the scheme in your area?

Describe any research you have carried out.

3.3 Describe how your scheme integrates with other waste prevention programmes in your area:

These may be public sector or community sector initiatives.

- How it links in
- Partnership work leading to wider, more thorough coverage



Section 4 - What resources do you need?

4.1 Total amount requested:

If you are VAT registered please ensure VAT is excluded from this total.

4.2 Please provide a breakdown of the total project costs:

(Please also supply a separate project cash flow summary)

Details of expenditure If you are VAT registered please provide VAT excluded figures

£

Breakdown of costs:

- Salary costs or Project Coordinator
- Overheads
- Volunteer expenses

Should realistically reflect scale of Scheme

Total Cost of Project:

•Guideline: Max. £45k



4.3 Please provide details of any other sources of funding that have been secured/requested for this project:

| Details of any other sources of funding: | £ |
|--|---|
| E.g. contribution from LA?               |   |

4.4 Please provide details of any in kind contributions being made to your scheme:

| Details of in kind contribution: | £ |
|----------------------------------|---|
| E.g. office costs?               |   |



4.5 Is your organisation VAT registered? Yes / No

If Yes, please give your VAT registration number:

Please ensure that the figures for project costs (4.1-4.4) do not include VAT




4.6 Does your organisation have a business plan Yes / No

If Yes, please attach

Attach business or project plan



| Supporting documents  |  |
|---|--|
| Organisation's constitution - your organisation must be able to receive funding in its own right. |  |
| Documents showing organisation's status   |  |
| Project cash flow summary   |  |
| Annual review (if applicable)   | <b>Send hard copies to CRNS office and e-mail electronic copy of application, cash flow and business/project plan to Sarah</b> |
| Audited accounts (if applicable)  |  |
| Business Plan (if available)  |  |
| Project Plan (if available)   |  |
| Letters of support  |  |
|   |  |
|   |  |

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