

WCB102: Business Support for the Recycling and Reprocessing Sector.

GUIDANCE DOCUMENT

Could your business benefit from expert advice and support?

1. Background

The WRAP Cymru Sustainable Resource Management Programme has been developed to contribute toward delivery of a Circular Economy in Wales which includes the delivery of recycling targets as set out in the Welsh Government policy document 'Toward Zero Waste'. This part of the programme specifically addresses waste arisings from **Commercial and Industrial (C&I)** sectors responding directly to the actions identified in the Collections, Infrastructure and Markets Sector Plan (CIMS), the Commercial and Industrial Sector Plan.

The project is intended to enhance development and growth in the resource management sector across Wales. This resource should be used to support projects which either expand current business activities or develop and implement new business opportunities. The project specifically aims to encourage the development and capacity of source segregated waste collection services leading to the delivery of high quality recycled outputs suitable for use by the manufacturing sector in Wales.

The project targets key materials identified in the CIMS plan including food, paper & card, metals, plastic, and packaging and focuses supporting the development and implementation of source segregated collection schemes. The project will also support the establishment of procedures and processes to support the adoption of quality management protocols (e.g. PAS100/110).

Businesses seeking support must be Small to Medium size Enterprises (SMEs) based in Wales and in the resource management sector, collecting and reprocessing materials arising from commercial and industrial sources. Expressions of Interest are welcomed from organisations in both the private and not-for-profit/community sectors.

2. How does the scheme work?

Businesses are asked to complete and submit an Expression of Interest (EOI) form giving an outline of their current and proposed activities. This EOI should be emailed or posted to the Team Co-ordinator (details at the end of this form) who will confirm if your project is eligible for support within one week of the submission of the completed EOI form.

If eligible, you will be contacted by a WRAP Cymru Business Account Manager who will arrange to visit your business. The business account manager will gather further information about your business, including the current volume of materials handled, information about your relevant waste licences, permits and/or exemptions and information about your Health & Safety policy, your business plans and discuss the potential for improvement in your business' performance.

They may provide best practice advice and guidance and/or refer you for specialist technical support.

For businesses referred for technical support, the information gathered will be used to define the scope for further, technical support and to engage an expert consultant to work with your business to deliver the support required, working with defined milestones and deliverables.

Projects referred for specialist technical support are expected to result in measurable outcomes which reduce or minimise waste and deliver CO2 equivalent emissions savings. Additional benefits should also be anticipated such as:

- New job creation
- Increase in turnover
- Cost savings
- Increased skills/capacity
- Community benefits.

This includes (but is not limited to) projects which:

- Increase quality or quantity of materials handled
- Support with the specification, or configuration of equipment or premises to increase capacity, improve quality of materials processed, or collect new materials
- Improve operational efficiency or processes
- Strategic planning including market analysis for input or output materials
- Support the development of communications to increase segregated collections
- Support for the adoption of quality management protocols e.g. PAS100/110.

Payment to the technical specialist will be made directly by WRAP Cymru. This will be on receipt of an invoice accompanied by evidence of milestone activities. WRAP Cymru will make payment within 30 days of receiving an evidenced payment claim.

Your WRAP Business Account Manager will oversee the project timings, deliverables and the quality of support you receive, and will be on hand to answer any questions you may have regarding the progress of your project. Any changes to the project activities, outcomes or milestones must be discussed and agreed with your account manager prior to implementation.

3. How much funding is available?

This support is 100% funded by the Welsh Government. The level of support available is dependent on the needs of your business, with an average projects size of £10,000. The support provided constitutes state aid, and as *de minimis* aid the Company is only allowed to receive approximately £170,000 (€200,000) of this aid over a three year fiscal period. The limit applies to aid received in the UK by the company or, if it is part of a group, to the parent company. If your own company is a parent to subsidiary companies, then you must include the *de minimis* aid received by your subsidiaries in the UK in this declaration.

4. De minimis State Aid

Funding under this programme falls under the remit of de minimis State Aid. (EU Commission Regulation 1407/2013). This may allow an enterprise to receive up to €200,000 (cash grant equivalent) over a 3-year fiscal period. The sterling equivalent is calculated using the Commission exchange rate applicable on the written date of offer of the de minimis funding.

To establish whether you are eligible to receive de minimis aid you must declare the full amount of de minimis aid which the single undertaking^[1] has already been granted during the previous two fiscal years and the current fiscal year. Potentially any assistance you may have received from a public body might be a de minimis aid. This could be from central, regional, devolved governments or agencies or a local council. The limit applies to aid received by your company in the UK or if you are part of a group to your parent company. If this is the case it may be more practical for you to get this form completed by your parent company. If your own company is a parent to subsidiary companies, then you must include the de minimis aid received by your subsidiaries in the UK in this declaration.

Support is not available to enable export activities (e.g. EPRN).

The new regulation (Commission Regulation 1407/2013) can be found in full at http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

The following is not a comprehensive list of all possible forms of aid. However, it should give you an indication of common forms of aid:

- State Grants
- Interest rate relief
- Tax relief
- Tax credits
- State guarantees or holdings
- Tax exemptions
- State guarantees whether direct or indirect, to credit operations
- Reduction of, or exemption from charges or taxes
- Direct subsidies

5. What is required in return?

Important:

Technical support projects will be required to provide information on actual gross income/turnover (sales) and actual tonnage of additional recycled material collected/ recycled from the date of project commencement and for the following 3 years, with reference to the projections put forward as part of the application. Data will be requested on a six monthly basis. The company should ensure that appropriate record keeping procedures are put in place to ensure that this data is readily available.

6. How to submit your Expression of Interest

Please submit the Expression of Interest form electronically providing as much information as possible. Incomplete forms will not be assessed. When complete please send to the Business & Markets Team Co-ordinator Andréa Mann. Email to: andrea.mann@wrap.org.uk

7. Need more information/guidance?

If you have any questions please call the Sustainable Resource Management (Business & Markets) Team on:

02920 100 100

[1] "Single undertaking" includes, for the purposes of the Regulation, all enterprises having at least one of the following relationships with each other:

- a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;

c) one enterprise has the right to exercise a dominant influence on another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;

d) one enterprise which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.