

CIRCULAR RESOURCES LIBRARY

Application Process and Delivery Procedure

Building Reuse and Repair Through Member Collaboration

The **Circular Resources Library** is a key benefit for members of the **Northern Ireland Resources Network (NIRN)**, acting as a collaborative hub for sharing valuable knowledge, experience, and practical skills in reuse and repair. It is designed to strengthen organisations, support growth, and expand sustainable practices throughout the region.

This exclusive, members-only initiative offers a variety of shared learning opportunities, including workshops, site visits, and hands-on sessions held at various member locations across Northern Ireland. By connecting with fellow members who are experts in the field, participants gain direct, real-world insights that can be applied to their own organisations.

The library is a powerful tool for growing the circular economy together. It allows members to find a trainer who can teach them a niche skill, supporting them in the development of their own reuse and repair projects. This unique peer-to-peer learning model encourages collaboration and skill-building within the network.

To ensure accessibility for all members, NIRN covers the expenses for both the trainer and the participant. This financial support removes barriers, encouraging greater participation and making it easier for members to expand their expertise and contribute to a more sustainable future for Northern Ireland.

To learn more about how the Circular Resources Library works, please read the guide below which explains how it operates and how members can get involved.

Objectives :

The Activity will need to meet one or more of the following Circular Resources Library objectives:

1. Member Growth and Development:

- 1.1. Access to a diverse range of resources helps members enhance their capabilities and expand their operations.
- 1.2. Exposure to new ideas and practices from other members stimulates innovation and encourages the adoption of effective reuse and repair methods.

2. New Organisations and Engagement:

- 2.1. The library provides new members with valuable insights and resources to kickstart their reuse and repair initiatives.
- 2.2. It serves as an entry point for members to engage with the NIRN community.
- 2.3. Enhanced Connectivity and Understanding:
- 2.4. The library promotes a greater understanding and appreciation of the importance of reuse and repair, influencing positive change across communities.

Process:

Circular Resources Library: Shared Learning Process

Phase 1: Planning and Proposal

1. Define Your Learning Need

First, identify a specific learning need and estimate the number of participants for the training.

2. Find a Partner Organisation

Work with a **NIRN Community Network Manager (CNM)** to find a member organisation that has the necessary expertise. The CNM will help you with this matching process.

3. Agree on Project Details

Once a partner is identified, collaborate with them to finalise the training plan. The **Circular Resources Library - Shared Learning Proposal Form** will require the following information:

- **Activity Description:** A clear overview of the training, including what it will cover and who will benefit.
- **Location:** Specify where the training will take place (e.g., your premises, a community facility, the partner's location).
- **Timeline:** Estimate the start and finish dates, the number of days, and the total activity hours.
- **Participants:** State the number of your organisation's staff and volunteers who will participate.

4. Discuss and Agree on Costs

Discuss costs with your project partner and agree on them before submitting the proposal. The **Project Partner Costs** are:

- **Online Presentation:** £100
- **Half-Day In-Person Meeting:** £175 (up to 4 hours)
- **Full-Day In-Person Meeting:** £300
- **Hospitality:** Up to £6.50 per person, with a maximum of £50 per activity.
- **Bespoke Materials:** In exceptional cases where significant time or resources are needed for preparation, your partner may be compensated. This requires prior discussion with and approval from your NIRN contact.

The Project Partner can also claim reasonable **Travel Expenses** (up to £100) for travel to and from the partner's location.

5. Confirm Post-Activity Requirements

Before submitting the proposal, make sure your partner is aware of the **Post-Activity Form** requirements. After the training, they will need to provide:

- Their organisation's details.
- Answers to evaluation questions.
- Photos from the event.
- Their invoice for agreed-upon costs.
- General feedback on the activity.

Phase 2: Approval and Delivery

1. Submit Your Proposal

Complete and submit the **Circular Resources Library - Shared Learning Proposal Form** provided by your CNM.

2. Wait for Approval

Your CNM will notify you of the outcome within **two weeks**. **Do not spend any money or begin the activity until you receive official approval.**

3. Begin the Activity

Once application has been approved, your CNM will contact you to finalize arrangements. When possible, the CNM may attend the training to take photos and gather stories for our member bulletin and e-newsletter.

Phase 3: Post-Project Activity

1. Complete Post-Activity Requirements

After the activity is complete, your CNM will send the **Post-Activity Form** to your project partner for completion.

2. Submit Invoices

Your organisation's travel expenses (up to £100) will be reimbursed via an invoice submitted after the activity.