

# IT Reuse Scheme – Equipment Allocation Guideline for External Organisation

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**Owner: Head of Circular Economy, UWE Bristol**

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# Purpose

These guidelines set out how UWE Bristol allocates donated IT equipment to external voluntary, community and social enterprise (VCSE) organisations through the IT Equipment Reuse Scheme.

The scheme exists to:

- Extend the life of IT equipment through reuse.
- Support community organisations with limited access to digital resources.
- Deliver social value while reducing waste and carbon emissions.

All allocations follow a clear, fair and transparent process aligned with UWE Bristol's sustainability commitments and civic role.

## Who the scheme supports

The scheme is open to:

- UK-based VCSE organisations.
- Community groups and charities delivering public or social benefit.

Priority is given to organisations that:

- Operate on a not-for-profit basis.
- Demonstrate clear community or social impact.
- Have limited financial capacity to procure IT equipment.

## How allocation decisions are made

Applications are assessed against the criteria below, in order of priority.

### 1. Financial need

We prioritise organisations with:

- Low annual income.
- Limited or no access to mainstream funding.
- Reliance on volunteers or small core staff teams.

Grassroots and volunteer-led organisations are given particular consideration.

## 2. Organisation size and capacity

Preference is given to smaller VCSE organisations where access to IT equipment will have a clear and proportionate impact on service delivery.

We consider the potential benefit of the equipment relative to the organisation's size and resources.

## 3. Mission alignment

We assess how closely an organisation's work aligns with UWE Bristol's values, including:

- Social justice and inclusion.
- Community empowerment.
- Environmental sustainability.

Applicants should clearly describe how the equipment will support these outcomes.

## 4. Geographical distribution

To ensure fair regional access:

- Equipment is allocated within a 50-mile radius of UWE Bristol, covering Bristol, Bath, Wiltshire and North East Somerset, North Somerset and South Gloucestershire.
- At least one third of allocations are prioritised for neighbouring counties beyond Bristol and its immediate surroundings.
- Additional consideration is given to rural or underserved communities.

## Review and decision process

- **Review cycle:** Applications are reviewed quarterly, at the end of March, June, September/October and December.
- **Assessment panel:** Decisions are made by a multi-disciplinary panel including representatives from sustainability, community engagement or procurement, and senior IT management.
- **Transparency:** All applicants are informed of the outcome and provided with brief feedback.

## Practical considerations

All allocations are subject to:

- **Equipment suitability:** Available equipment must match the organisation's stated needs.
- **Availability:** Allocation depends on the volume and type of equipment donated to the scheme.
- **Urgency:** Time-critical or crisis-response requests may be prioritised where justified.

## International requests

Requests from organisations outside the UK are only considered where they are clearly linked to a UWE Bristol-led initiative, funded project or established institutional partnership.

In these cases:

- A named UWE Bristol staff member must act as project sponsor and recipient on behalf of the overseas organisation.
- Evidence of the partnership and intended use of the equipment may be requested.
- Shipping costs, import duties and export taxes are not covered by the scheme.
- Proof of receipt by the intended beneficiaries is required.
- No additional hardware or software support is provided for overseas allocations.

Further details are available in the International Allocation Information Sheet.

## Appeals and reapplication

Organisations that are unsuccessful may:

- Request feedback on their application.
- Ask for their application to be reconsidered in a future quarterly round.

Appeals relating to process or fairness should be submitted to [itreusescheme@uwe.ac.uk](mailto:itreusescheme@uwe.ac.uk).

## Monitoring and review

These guidelines are reviewed regularly to ensure they remain aligned with UWE Bristol's strategic priorities, sustainability commitments and community needs.

# Contact

For enquiries about the IT Equipment Reuse Scheme:

**Email:** [itreusescheme@uwe.ac.uk](mailto:itreusescheme@uwe.ac.uk)

Related documents:

- IT Equipment Reuse Scheme Eligibility Criteria.
- Equipment Enquiry Form.