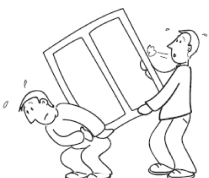


Applying for a Grant

A guide for organisations applying for a
Veolia Environmental Trust
community grant



Contents

- Our Purpose Page 3
- Landfill Communities Fund (LCF) Page 3
- ENTRUST Page 3
- Environmental Body (EB) Page 3
- How to apply for a grant Page 4
 - Postcode checker
 - Criteria
 - When to apply
 - Apply
- Veolia Environmental User Account Page 4
- Application Form Page 5
- Submitting your online Application Form Page 6
- Funding decision Page 7
- Contributing Third Party Page 7
- Successful grant applications Page 7
- Unsuccessful grant applications Page 7
- Contact us Page 8
- Appendix A Page 9
How to make your community grant application stronger
- Appendix B Page 11
Stages of the Grant Funding Process



Our Purpose

We award grants towards projects that make improvements to community facilities and the natural environment, through the Landfill Communities Fund (LCF), using money provided by Veolia.

This guide will give you an overview of our application process and provide you with information on what you need to do at each stage.

The Landfill Communities Fund (LCF)

The Landfill Communities Fund is a tax-credit scheme through which we award grants. Click [here](#) to find out more about the Scheme.

ENTRUST

An organisation called [ENTRUST](#) regulates the LCF. Every project awarded a grant through the LCF has to be registered with them. ENTRUST assesses all project registrations to ensure they comply with the regulations of the LCF.

Your organisation does not need to be an Environmental Body (EB) enrolled with ENTRUST to apply to us for a grant. If your organisation is not an EB enrolled with ENTRUST, and we award you a grant, we will register your project with ENTRUST on your behalf.

If you are not sure if your organisation is a registered EB, click [here](#) to check.

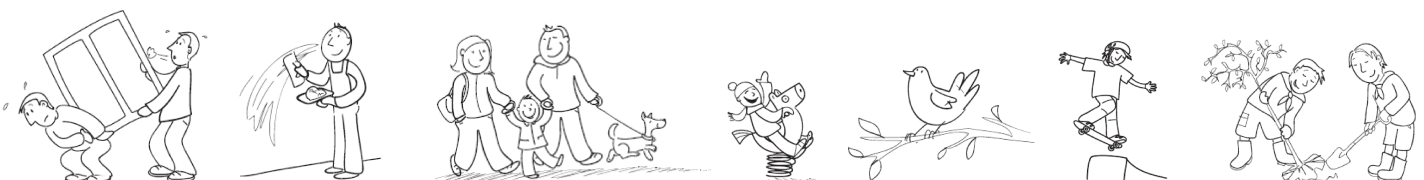
If, at any time, your organisation becomes an EB registered with ENTRUST, you must let us know as soon as possible.

Environmental Body (EB)

If your organisation is already registered as an EB you must tell us.

If your organisation is already an EB, you will need to register your project with ENTRUST before applying to us for a grant. Please upload ENTRUST approval to your online application form.

If your grant application is successful, we can only pay your grant within the project dates that you register with ENTRUST. If your project is not completed by the registered end date, you will need to seek approval from ENTRUST for an extension and provide us with a copy of this approval to allow us to make further payments of your grant.



How to apply for a grant

To check if your organisation and project are eligible for a grant, visit the [Funding](#) section of our website and read through the 'Information', 'Guidance' and 'Apply' sections, following the instructions on each screen.

Information

- [Postcode Checker](#) enables you to check your project is located in an area we fund.
- [Our Criteria](#) outlines what we are able to fund and how much you can apply for.
- [When to Apply](#) tells you our funding round closing dates and helps you to decide when is best to apply.

Guidance

Click [here](#) for further information about our application and grant-making process.

Apply

Answer the questions to check you are ready to begin making a grant application and click 'submit'. You will then be automatically directed to create a Veolia Environmental Trust User Account.

Veolia Environmental Trust User Account

Once you have read the information displayed on this screen, click 'submit an application'. Here, you will be asked to create a Veolia Environmental Trust User Account.

Complete the 'First Login' section by typing in your email address and creating a password. Now you have created an account*, you may begin completing our online application form.

***Please note that by creating a User Account, you are agreeing to be the main contact for the grant application and will be responsible for managing the grant, if your application is successful. We will send all correspondence to the email address you have used to create your User Account.**

Please contact us on 0203-567-6820 if you have any questions about your user account.



How to log in and send us a message via your Veolia Environmental Trust user account

Select 'Login' via our website www.veoliatrust.org and sign into [Your Veolia Environmental Trust User Account](#) with the email address and password you used to create your account.

Go to 'My account' select 'Manage my applications' where you will be able to 'Continue' with your draft Application Form, or 'View' what you have submitted. Once submitted you will be able to select 'Start a new conversation' to send us a message regarding your application.

Alternatively, you can 'Reply' to messages we send you.

Do not directly email messaging@optimyapp.com as we do not monitor this account.

Application Form

To apply for a grant, you will need to complete our online application form. If you need help to complete the online form, please contact us.

Below is an overview of the information we request in our online application form. We hope this information is useful and will help you to prepare your grant application.

You will need to provide the following information:

- A copy of your organisation's governing documents (e.g. constitution, memorandum and articles of association). If you are applying on behalf of a place of worship, please upload your latest annual accounts instead. If you are applying on behalf of a local authority, please upload standing orders.
- Details of who owns the project site:
 - confirmation your organisation is the landowner or;
 - a copy of the contract (e.g. lease, licence, tenancy agreement, management agreement) between you and the landowner with at least six years of the term remaining
- Evidence that all permissions have been approved (e.g. planning, church faculty, environment agency) if applicable.
- An Access Statement which explains how the public use the project site. You will need to tell us about opening times and provide links to online advertising, booking information, entrance costs and hire charges. Please use the template which can be downloaded from the [Guidance](#) section of our website.
- A project design. This can be an architect's drawing, an artist's impression, a professional design or a hand drawn plan, depending on the scope of your project.



- Evidence showing the project is needed and wanted by the wider local community. If a public consultation event has been held, provide evidence of the results; collect video interviews or letters of support from your community to show us why your project site needs a grant. Provide evidence showing how your organisation is trying to encourage new users and groups which are seemingly hard to reach.
- Photographs, you may also include a video, showing the project site in its current state. For example, if you are applying for refurbishment of the toilets, please show the toilets as they are at the moment to show us why a grant is needed.
- An explanation of the role of volunteers in your organisation, including how they help to run your organisation, how they will be involved in delivering the project and maintaining it when completed.
- Evidence that you have considered the environmental impact of your project, showing how you plan to reduce waste, improve energy efficiency, make provision for wildlife and protect nature.
- A breakdown of your project costs.
 - We require firm costs, but you do not need to provide quotes at this stage; if you are awarded a grant, you will need to provide evidence that a competitive tender process has been carried out to ensure value for money will be achieved.
 - You must know your VAT status. If you have to pay VAT on your project costs (and it cannot be reclaimed) you may include it in your project costs.
 - You will need to provide evidence of funds you have already secured towards your project e.g. grant offer letters or a letter from your Treasurer confirming the funds are available and ring-fenced for your project.
 - Confirmation that any income earned as a result of this project will be ring-fenced for maintenance of the improvements funded by this grant.

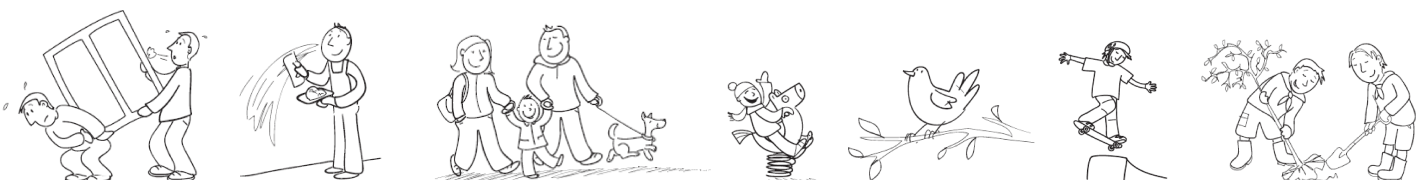
Submitting your online Application Form

You must submit your online application form by midday (12 noon) of the funding round [closing date](#).

Once we receive your completed application, we will review it to check we have all the information needed for our Trustees to make a funding decision.

Please be patient with us. We receive a huge number of applications on the closing date, and it can take us up to four weeks after you have submitted your application, to contact you with a request for further information. It is important you respond promptly as our Trustees will not consider incomplete applications. If you are unable to provide the information we have requested or if the information you supply does not meet our criteria your application will be withdrawn.

Once we have received all the information we require from you, we will email you to confirm the date your application will be considered for a grant, by our Trustees.



Funding decision

Our Trustees will review each application and consider:

- How much the project will benefit the general public
- What evidence has been provided that the project is needed
- The opportunities for volunteering and community involvement that will be created or maintained by the project.
- The effect the project will have on the environment.
- The financial viability and sustainability of the project.
- Deprivation at the project site.

Limited funding is available each round and grants are awarded to the projects which most closely match the Trust's funding priorities.

We will email you within 10 days of the Trustees' meeting to let you know their decision.

If you have been awarded a grant, the email will state the amount of the grant you have been awarded and the Contributing Third Party payment amount. A further email will then be sent containing a list of the documents and information we require you to provide in order to draw up the Finance Agreement (the agreement governing the terms of the grant) and the Contributing Third Party Agreement.

Contributing Third Party (CTP)

Landfill operators can contribute a defined percentage of their annual landfill tax liability into the LCF. Against this, they can reclaim 90% of their contributions as tax credits. Each LCF grant beneficiary is therefore asked to arrange a payment to the landfill operator who has provided the money for their grant. This payment is retained by the landfill operator to cover the 10% tax credit shortfall, it is never refunded to the CTP, and enables the grant to be released.

Please click [here](#) for more information.

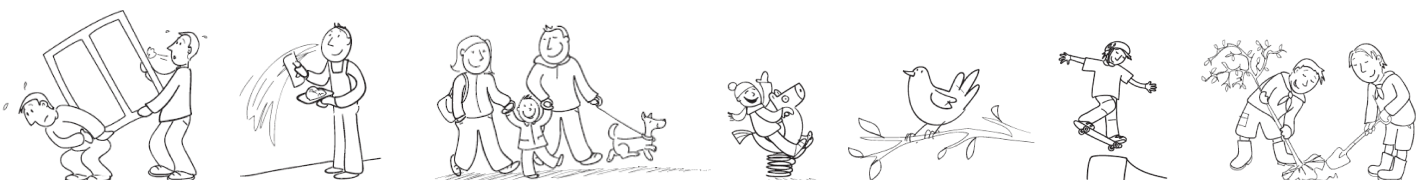
Successful grant applications

Approximately 25% of the organisations who apply to us are awarded a grant.

If your organisation has been awarded a grant, please refer to our '*Managing your Grant*' guide which can be found in the '[Guidance](#)' section of our website, which provides information on what you will be required to do next.

Unsuccessful grant applications

Unfortunately, each quarter, we receive many more applications than we are able to support with the funds available. You may reapply to us but we recommend that you do not resubmit an application for a project on the same site for 12 months.



Contact us

We are a small and friendly team, always happy to talk to you about your project and answer any questions you may have about your grant. You can call us on 0203-567-6820 or email UK.Trust@veolia.com or send us a message via your Veolia Environmental Trust user account.

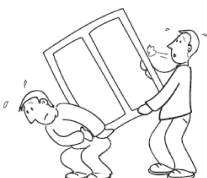
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Go to 'My account' select 'Manage my applications' where you will be able to 'Continue' with your draft Application Form, or 'View' what you have submitted. Once submitted you will be able to select 'Start a new conversation' to send us a message regarding your application.

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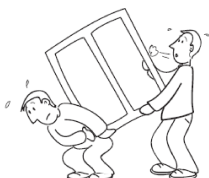
Appendix A

How to make your Community Grant Application stronger

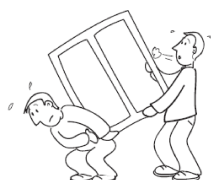
The table below has been drawn up to help you see how closely your project outcomes match our funding priorities, and the evidence you should provide in your online application form. The more evidence you are able to provide to back up your statements the stronger your application is likely to be. Please do remember that this document is only a guide to help you with your application and we understand that your project may not be able to meet all the priorities.

**** Please note that whilst your project outcomes may match our funding priorities, your application may not be awarded funding as this is a competitive process and there are limited funds available ****

Evidence	Meets priorities - Excellently	Meets some priorities - Well	Meets priorities - Minimally
<p>Access Details</p> <p>What you should include in your application form:</p> <ul style="list-style-type: none"> - Access Statement (template available on website) - Website addresses and social media sites where your building or outside space is advertised - Booking schedule and/or a list of current users groups 	<p>A project that results in a building or outside area that is:</p> <ul style="list-style-type: none"> - open for everyone and anyone at all times - free of charge to use - used by multiple groups for different purposes - used by a wide and diverse range of individuals and community groups, including those who sometimes have difficulty accessing community facilities or face exclusion - proactively advertised on websites and social media 	<p>A project that results in a building or outside area that is:</p> <ul style="list-style-type: none"> - open to everyone and anyone for as many hours as possible via a booking system - available for use/hire at a reasonable cost - used by multiple groups for the same purpose - used by a range of individuals and community groups, including those who sometimes have difficulty accessing community facilities or face exclusion - well advertised on websites and social media, and an easy booking process for the public 	<p>A project that results in a building or outside area that is:</p> <ul style="list-style-type: none"> - open to everyone and anyone for a minimum of 104 days per year - available for use/hire/membership at a cost generally considered too expensive compared to similar local amenities - used mainly for a single purpose, for example a single sport or worship only - used by a limited number of individuals and groups - poorly advertised on websites and social media, unclear booking process
<p>Community Need</p> <p>What you should include in your application form:</p> <ul style="list-style-type: none"> - Photos and video showing the need - Letters of support from the local community including current/potential user groups - Evidence of consultation e.g. a questionnaire sample, dates of meetings, attendance at events held, feedback summary - Reports from experts e.g. accessibility, energy, carbon or playground inspection report 	<p>A project that is needed because:</p> <ul style="list-style-type: none"> - the building or outside space is currently well used and hosts a range of activities not available elsewhere - the building or outdoor space is currently full to capacity, not in use, or inaccessible - lots of current user groups and the wider community have asked for the project to take place - consultation exercises have taken place with user groups, future users and experts, and the results have been used to design the project 	<p>A project that is needed because:</p> <ul style="list-style-type: none"> - the building or outside space is currently well used and hosts some community activities - the building or outdoor space is in need of modernisation or improvement - some current user groups have asked for the project to take place - some consultation exercises have taken place with user groups and future users 	<p>A project where the need is unclear because:</p> <ul style="list-style-type: none"> - the building or outside space currently hosts limited community activities - the use of the building or outside space will not increase - the organisation who owns and/or runs the building or outside space has identified the need for the project - no community consultation exercises have taken place - the project is needed for aesthetic improvement only



	Meets priorities - Excellently	Meets some priorities - Well	Meets priorities - Minimally
<p><u>Volunteering Opportunities</u></p> <p>What you should include in your application form:</p> <ul style="list-style-type: none"> - How your community is involved in your organisation e.g. do volunteers form the committee, run activities or maintain the facility - How your community will develop skills and qualifications as a result of this project e.g. work experience, training - How will your community help to deliver your project e.g. labouring, decorating, fundraising, project management, maintenance 	<p>A project from an organisation that improves lives by:</p> <ul style="list-style-type: none"> - involving volunteers in running the organisation - involving volunteers and the local community in delivering this project (e.g. fundraising, decorating, project management) - giving volunteers the opportunity to gain skills and qualifications - creating new opportunities for the community (e.g. more volunteer-led activities can take place at your building or outside space) - showing how the building or outdoor space will continue to benefit the local community for years to come 	<p>A project from an organisation that improves lives by:</p> <ul style="list-style-type: none"> - involving volunteers in running the organisation - involving volunteers and the local community in carrying out some minor tasks to help deliver this project - maintaining opportunities for the community (e.g. volunteer-led activities will continue to take place at your building or outside space) - showing how the building or outdoor space will continue to benefit the local community for years to come 	<p>A project from an organisation that:</p> <ul style="list-style-type: none"> - does not involve volunteers in running the organisation - will not use volunteers or the community to help deliver this project - does not plan to increase volunteering opportunities as a result of this project - does not explain how the building or outdoor space will continue to benefit the local community for years to come
<p><u>Environmental Benefits</u></p> <p>What you should include in your application form:</p> <ul style="list-style-type: none"> - What effort you have made to reduce waste (e.g. recycle, reuse, repair of materials/equipment, energy and water) - What provisions have been made for nature and wildlife - Energy audit, if available 	<p>A project that will help the environment by:</p> <ul style="list-style-type: none"> - making substantial improvements to the local environment (e.g. wildflower meadow, bird/bat boxes, pond, trees) - using environmentally friendly solutions wherever possible (e.g. passivhaus, cob building, green roof, composting toilet, ground-source heat pump) 	<p>A project that will help the environment by:</p> <ul style="list-style-type: none"> - making some improvements to the local environment (e.g. outdoor planting) - using some environmentally friendly solutions (e.g. insulation, central heating timers, rain water harvesting) 	<p>A project that:</p> <ul style="list-style-type: none"> - does not make any environmental improvements - does not use any environmentally friendly solutions
<p><u>Project Finance</u></p> <p>What you should include in your application form:</p> <ul style="list-style-type: none"> - How your project will achieve value for money - Evidence your project budget is based on realistic estimates - Evidence your project is fully funded 	<p>A project that:</p> <ul style="list-style-type: none"> - creates long lasting improvements for the community - can meet project aims at a reasonable cost - makes every effort to reduce costs (e.g. using volunteers) - has raised, or is planning to raise funding for the project, through fundraising, community donations and other grants, in addition to this grant application 	<p>A project that:</p> <ul style="list-style-type: none"> - creates lasting improvements for the community - makes some effort to reduce costs 	<p>A project that:</p> <ul style="list-style-type: none"> - does not result in lasting improvements for the community (high cost / short life span <6 years) - does not show any effort to reduce costs or raise funds from other sources - has not yet secured all the necessary funding for the project to go ahead - appears relatively expensive



Appendix B

Stages of the Grant Funding Process*

Submit Application Form	The current funding round closing date can be found by clicking here . We will acknowledge receipt of your submitted application form by email.
Application Review	We will review your submitted form to check it is complete and contact you by email if we require further information.
Funding Decision	Our Trustees meet quarterly to consider applications. We will email you within 10 days of the meeting to tell you if your application has been successful or not. If you are awarded a grant, physical works to your project must not begin until all formalities and agreements have been completed.
ENTRUST registration	We will register your project with our regulator, ENTRUST
Finance Agreement	If you have been awarded a grant, we will email you within 10 days of the Trustees' meeting, to request the following information: <ul style="list-style-type: none"> • Your organisation's bank details • Evidence your project is fully funded • Evidence your project will achieve value for money. You must provide three quotes for each contracted element of the project or evidence of a competitive tender process • The anticipated start and finish dates of physical works • The name and address of your Contributing Third Party <p>The above information must be provided within four months of the Funding Decision date or your grant may be withdrawn. When we receive the above information from you, we will draw up your Finance Agreement (the contract containing the terms of your grant) and email it to you. You must sign and return it to us within seven days.</p>
Contributing Third Party (CTP) Agreement and Payment	Along with your Finance Agreement, we will email the CTP Agreement, which you must arrange to be signed by the organisation / individual named in your CTP Declaration. We will provide instructions on how to make the CTP payment, by BACS transfer, to the Landfill Operator. The CTP Agreement should be signed and returned to us, and the payment made, within seven days.
Consent to Start	When we receive your signed copies of the Finance Agreement and CTP Agreement, and the Landfill Operator confirms they have received the CTP payment, we will email you giving consent for your project to begin. We will also return countersigned copies of both Agreements to you for your records. Physical works to your project must begin within four months of the Finance Agreement being signed by all parties or your grant may be withdrawn.
Payments	You will receive your grant, by BACS transfer, in three separate payments. An upfront payment , in most cases, when we give you consent to start. An interim payment when we receive invoices from you, to the value of your upfront payment. A final payment of 5% of your grant award, which is released when we receive your project completion form, including photographs and confirmation your project site is open to the public.
Project Completion	Your project must be completed and open to the public within 12 months of the Finance Agreement being signed by all parties
Project and Asset Monitoring	We are required by our regulator to monitor your project for a minimum of three years, following its completion. Failure to provide us with an annual statement and photographs may result in you having to return some or all of your grant. N.B. If you are an Environmental Body (EB) you are required to ensure the project is monitored in accordance with ENTRUST guidelines.

* This process may vary

