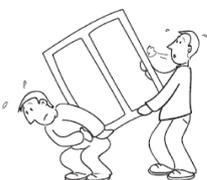


# Applying for a Grant

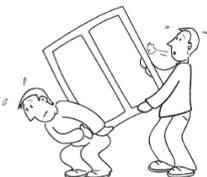
A guide for organisations applying for a  
Veolia Environmental Trust  
community grant

If you still have any further questions, you can call us on 0203 567 6820 or  
email [UK.Trust@veolia.com](mailto:UK.Trust@veolia.com)



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## Our Purpose

Our vision is for a healthy environment where communities can thrive.

Our mission is to empower communities, through funding and support, to improve their local environment.

When considering your application, our Trustees will want to see that your project:

### **Promotes community action and wellbeing**

- You need to have consulted everyone who uses the project site (current and potential) who will benefit from this project.
- Ensure the results of the consultation are included in the project aims.
- You will, where possible, make use of volunteers to deliver the project.
- Volunteering opportunities will increase as a result of this project.

### **Is inclusive and accessible to everyone and anyone to use**

- The project actively encourages greater use by all members of the general public, from different cultures, religions, ages, genders, backgrounds and disabilities from accessing and using the site.

### **Inspires the creation of a sustainable carbon neutral community space**

- The project will reduce the carbon footprint of the site.
- You will be working towards goals to make the project site carbon neutral.

### **Protects and enhances biodiversity and natural habitats**

- Your project will increase biodiversity at the project site.
- The delivery of this project will not damage or destroy natural habitats.

Please refer to **Appendix A** on page 10 for further guidance on this.

## The Landfill Communities Fund (LCF)

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

The Landfill Communities Fund is a regulated scheme, and as a result there are strict rules which must be followed. We will advise you what information you will be required to provide and when. Please ensure you read all the guidance and information we provide to familiarise yourself with the type of information which will be required, and contact us if you have any questions.



## 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 immediately.**

### 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 your ENTRUST approval letter and Project Summary 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.

In order to safeguard the Landfill Communities Fund we conduct a range of checks on the people and organisations applying to us, as well as the information provided as part of grant applications or subsequent processes. The results of these checks are used to inform an ongoing risk assessment. If, at any point or for any reason, the Trust determines that an individual, organisation, or project presents an unacceptable risk, we reserve the right to reject an application or withdraw a conditional grant offer without notice. In order to preserve the integrity of our processes and internal measures, we are unable to offer any further feedback or explanation under these circumstances.

## 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.

These details should not be shared with anyone else within your organisation, you may provide alternative contact details at a later stage, but they will not have access to this account.

***\*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.

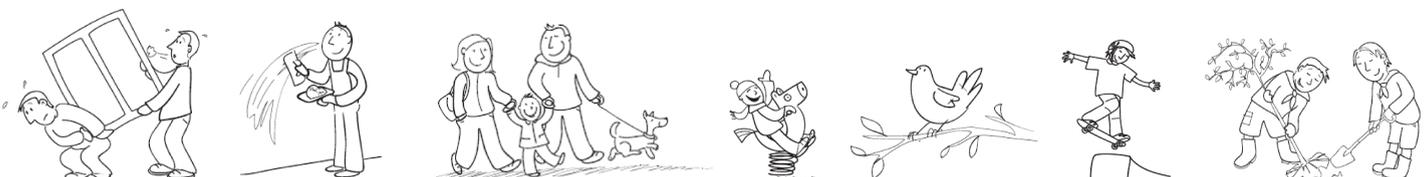
### **How to login and send us a message via your Veolia Environmental Trust user account**

Select 'Login' via our website [www.veoliatrust.org](http://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 secure message regarding your application.

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

Do not directly email [messaging@optimyapp.com](mailto:messaging@optimyapp.com) as it will not reach us, please use the secure messaging system by following the instructions above.



## 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 local authority, please upload standing orders. If you are applying on behalf of a place of worship, you can upload just your latest annual accounts. Our [Guidance](#) tells you 'What you need to know about: Governing Documents'.
- A copy of your independently verified accounts.
- Details of who owns the project site:
  - confirmation your organisation is the landowner (we will ask for proof of ownership)  
or
  - a copy of the Lease between the applying organisation and the landowner with at least **seven** years of the term remaining will be required at application
- 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, times when the site is booked or used by any groups, provide links to online advertising, information on how to book your facility, any entrance/membership costs and hire charges. The template 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. Provide the results from your public consultation activities; 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 your organisation plans to reduce your carbon footprint, reduce waste, improve energy efficiency, make provision for wildlife and protect nature.
- A breakdown of your project costs.
  - We require firm costs, and will ask you to upload either a written quote or detailed breakdown at this stage. If you are awarded a grant, you will then need to provide evidence that a competitive tender process has been carried out to ensure value for money will be achieved.
  - You must ensure you only request funding for elements of the project we are able to fund, see [Our Criteria](#) for more information. The more elements of the project you request funding for the more information we will require should your application be successful.
  - 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.
  - Evidence that you are able to fund the Contributing Third Party payment, see our [Guidance here](#).

## Submitting your online Application Form

You must submit your online application form by midday (12 noon) of the funding round [closing date](#). Any applications that are not complete or submitted after this time, or which do not meet our funding criteria will not be considered for funding and the data deleted from your User Account. You are able to download your application on the final page of the form, should you wish to maintain a record of your answers for future use.

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. You are strongly advised to submit your application well in advance of the closing date. This will allow you more time to gather any additional information we request, and ensure that your application is at its best when our Trustees consider it and make their funding decision.

We receive a huge number of applications on the closing date, they are then reviewed in submission date order, and it can take us up to four weeks after you have submitted your application to contact you. It is important you respond promptly when requested to provide additional information, as our Trustees will not consider incomplete applications.

Once we have received all the information we require from you, we will send you a secure message via your Veolia Environmental Trust User Account to confirm the date your application will be considered for a grant, by our Trustees.



## Funding decision

Limited funding is available each round and grants are awarded to the projects which most closely match the Trust's funding priorities. Please refer to the details in the Our Purpose section on page 3.

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 30-40% of the organisations who apply to us are awarded a grant, but this will vary depending on the amount of applications we receive.

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.

We aim to provide feedback to all unsuccessful applicants but, due to the volume of applications we receive and the fact that we are a small team, it is not always possible to provide detailed feedback.



## 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](mailto:UK.Trust@veolia.com) or send us a message via your Veolia Environmental Trust user account.

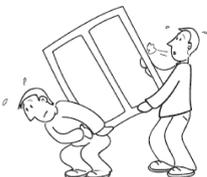
### How to login and send us a message via your Veolia Environmental Trust user account

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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 secure message regarding your application.

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

Do not directly email [messaging@optimyapp.com](mailto:messaging@optimyapp.com) as it will not reach us.  
Please use the secure messaging system by following the instructions above.



## Appendix A

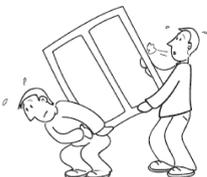
### How to make your Community Grant Application stronger

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.

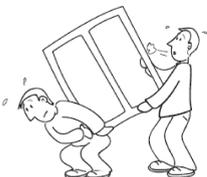
Please do remember that this document is only a guide to help you with your application and we understand that your project may not be able to meet all the priorities.

**\*\* 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 \*\***

<b>Project aims</b>  <b>What should you tell us about your project</b>	<b>Guidance</b>  <b>What are we looking for?</b>	<b>Evidence</b>  <b>What you should upload to your application form</b>
<p><b>Creation of sustainable carbon-neutral community spaces</b></p> <ul style="list-style-type: none"> <li>- How your project will reduce the carbon footprint of the site.</li> <li>- What energy saving changes are you making to reduce the site's consumption of fossil fuels?</li> <li>- Upload any expert advice you've received which has helped you work out what improvements are possible.</li> <li>- Tell us how you're aiming to minimise carbon use in the delivery of this project.</li> <li>- If this project does not directly reduce energy use, tell us about any plans you have to reduce the site's carbon footprint in the future.</li> </ul>	<p>A project that will help reduce carbon emissions by installing:</p> <p>Community Buildings</p> <ul style="list-style-type: none"> <li>- Insulation/Double or Triple Glazing (to replace single or less efficient existing system)</li> <li>- Renewable Heating Supply (e.g. Ground/Air Heat Source Pump replacing Gas boiler)</li> <li>- Renewable Energy Generation (e.g. Solar Panels)</li> <li>- Evidence seen of energy feasibility reports from an accredited supplier</li> </ul> <p>Community Outdoor Space</p> <ul style="list-style-type: none"> <li>- Use sustainable products (eg timber play equipment over steel)</li> <li>- Maintain Carbon storing infrastructure eg Peat Marsh/Woodland to be maintained or expanded</li> <li>- Ensure the site is accessible to as many people locally via public transport which is encouraged</li> </ul> <p>Any</p> <ul style="list-style-type: none"> <li>- Recycle/Repurpose existing equipment to reduce manufacturing emissions</li> </ul>	<ul style="list-style-type: none"> <li>- EPC Report / Energy Audit</li> <li>- Solar Feasibility Report</li> <li>- Any industry recognised audit to show the carbon footprint reduction of your project</li> </ul>



	<ul style="list-style-type: none"> <li>- Use contractors/suppliers with measurable sustainable goals on carbon reduction</li> <li>- Offsetting carbon output eg plant trees etc</li> <li>- Transport to the site by users as well as contractors/suppliers is kept to a minimum</li> </ul> <p>Future</p> <ul style="list-style-type: none"> <li>- Please tell us how the project will help reduce carbon emissions</li> <li>- What are your organisations aims in terms of aiming for Net Zero</li> <li>- Is your organisation part of a scheme or initiative (eg EcoChurch)</li> </ul>	
<p><b>Protect and enhance biodiversity and natural habitats</b></p> <ul style="list-style-type: none"> <li>- How this project will create additional habitats for biodiversity.</li> <li>- Please also confirm if this project will see the loss of already established habitats for biodiversity.</li> <li>- Upload any advice you've received to work out what improvements are possible.</li> <li>- If it is not possible to protect or enhance biodiversity as part of this project, please explain why.</li> </ul>	<p>A project that will help increase or improve biodiversity at the project site by installing:</p> <ul style="list-style-type: none"> <li>- Bird/Bat boxes or bug hotels/mansions</li> <li>- A new pond</li> <li>- Creating a Wildflower Garden or Meadow</li> <li>- Planting Trees</li> <li>- Not replacing a natural environment with man-made (ie astro turf replacing a rich biodiverse space)</li> <li>- Adding wildlife access gates to perimeter fences</li> <li>- Installing a green roof</li> <li>- Are you offsetting any potential damage to a biodiverse space, if so how?</li> </ul> <p>Please see this online guide from The Wildlife Trust for some free or low cost options <a href="https://www.wildlifetrusts.org/actions">https://www.wildlifetrusts.org/actions</a></p>	<ul style="list-style-type: none"> <li>- Biodiversity Action Plan</li> <li>- Species Surveys</li> <li>- <a href="#">SSSI Monitoring Assessment and Reporting Standard</a></li> <li>- Report from an external expert</li> </ul>



**Community action and Wellbeing**

- How do you know the project is wanted and needed by the community?
- Include any requests from the community for the project
- We ideally like to see community volunteers are involved in delivering the changes needed.
- Also what opportunities there are for the community to volunteer at the project site in the future. If volunteering has not been possible please explain why.
- If it has not been possible to consult your community, or to use volunteers (now or in the future) about this project please explain why.

- You will have consulted with the local community and the users (current and potential) on what this project should deliver
- The elements in your consultation/surveys are included in your aims and budget
- The community groups and users are the driving force behind the project
- Volunteers are taking part in the physical work on the project
- Volunteering opportunities at the project site will increase as part of this project

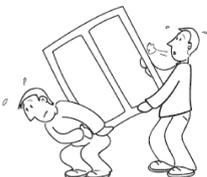
- Evidence of Consultation or surveys with the local community including current and future users
- Letters of support from current and potential user groups
- Social Media/Online feedback
- Photographs and/or a video to show the physical need for the project to be completed

**Diversity & Inclusion - Provide access for all**

- How you know the project will meet the needs of everyone in the community.
- Tell us about the changes that will be made to show how anyone will be able to and/or encouraged to use the project site.
- If it is not possible for the project site to be used by certain people please explain why.

- Project will deliver the needs/requests of diverse/discriminated against community
- Diverse/discriminated against users are the driving force behind the project
- You will have consulted with all potential user groups and show evidence that people specifically from diverse/discriminated against are included
- How you have identified the needs of people from diverse/discriminated against backgrounds and ensure that any barriers they face are removed as part of this project

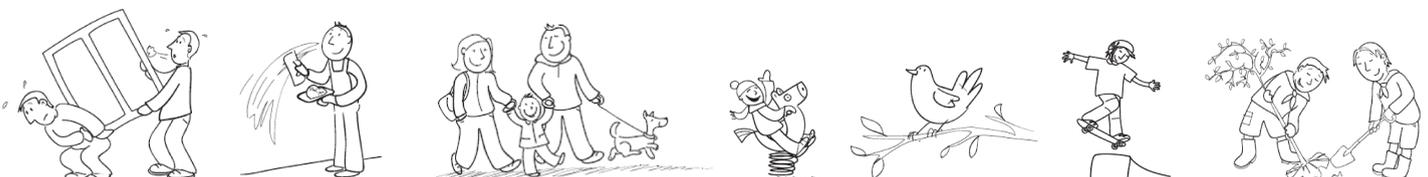
- Evidence of Consultation or surveys which includes members of diverse/discriminated against backgrounds
- Letters of support from members of diverse/discriminated against backgrounds
- Photographs and/or a video from members of diverse/discriminated against backgrounds to evidence that their needs have been included in the project plans



## Appendix B

### Stages of the Grant Funding Process (this process may vary)

Submit Application Form	The current funding round dates (opening, deadline and Trustees board meeting) can be found by clicking <a href="#">here</a> . 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. <b>If you are awarded a grant, physical works to your project must not begin until all formalities and agreements have been completed.</b>
ENTRUST registration	We will register your project with our regulator, ENTRUST
Finance Agreement	<p>If you have been awarded a grant, we will email you within 10 days of the Trustees' meeting, to request the following information via our online Post Award Details Form:</p> <ul style="list-style-type: none"> <li>• The Main and Second Contact details for this project</li> <li>• The name and address of your Contributing Third Party</li> <li>• Evidence your project will achieve value for money. You <b>must</b> provide three quotes for each contracted element of the project and evidence of a <a href="#">competitive tender process</a></li> <li>• Evidence your project is fully funded</li> <li>• The anticipated start and finish dates of physical works</li> <li>• Your organisation's bank details</li> </ul> <p>The above information must be provided within <b>two months</b> of the Funding Decision date or your grant may be withdrawn.</p> <p>When we receive the above information from you, we will draw up your Finance Agreement (the contract containing the terms of your grant) and send it via <a href="#">Adobe Sign</a>. You must sign and return it to us within the confirmed deadline.</p>
Contributing Third Party (CTP) Agreement and Payment	Along with your Finance Agreement, we will send the CTP Agreement, which you must arrange to be signed electronically (via Adobe Sign) by the organisation / individual named in your Post Award Details Form. 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	<p>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.</p> <p><b>Physical works to your project must begin within four months of the</b></p>



	<p><b>Finance Agreement being signed by all parties or your grant may be withdrawn.</b></p>
Payments	<p>You will receive your grant, by BACS transfer, normally in a maximum of 3 three separate payments.</p> <p>An <b>upfront payment</b>, in most cases, when we give you consent to start.  An <b>interim payment</b> may be made if your project progressing to the agreed timescales and upon submission of compliant invoices  A <b>final payment</b> (a minimum of 5% of your grant award), will be released when we receive your final grant claim, your project completion form, confirmation your project site is open to the public and photographs of the amenity in use.</p> <p>In order to fulfil our duty to safeguard LCF funds, we reserve the right to make payments only in arrears based on our Risk Assessment of your organisation and project. Our Risk Assessment is partly based on your management of your grant and may, therefore, change during the course of your project.</p>
Project Completion	<p>Your project must be completed and open to the public within <b>12 months</b> of the Finance Agreement being signed by all parties</p>
Project and Asset Monitoring	<p>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.</p> <p>N.B. If you are an Environmental Body (EB) you are required to ensure the project is monitored in accordance with <a href="#">ENTRUST guidelines</a>.</p>

