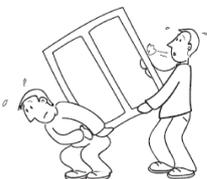


Managing your Grant

A guide for organisations who have been awarded a grant by the
Veolia Environmental Trust

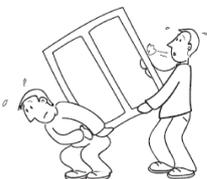


Congratulations on being awarded a grant. We will now work with you to get everything in place for you to receive payment of your grant, so you can get on with delivering your project. This guide will give you an overview of our process and provide you with information on what you need to do at each stage.

Your project must not begin until the legal formalities have been completed

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You've been awarded a grant....what next?

Following our Trustee's Board Meeting, we will send you two messages. The first will let you know you have been awarded a grant and will contain:

- the amount of your grant award
- the Contributing Third Party payment amount
- confirmation that your project is being registered with our regulator, ENTRUST (this does not apply to organisations who are already enrolled EBs)

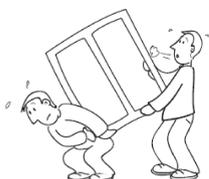
The second message will be sent within 10 days and will contain:

- access to the Post Award Details Form you will need to complete with **required documents and information** so we can get your Finance Agreement in place.
- the deadline for your Finance Agreement to be in place. This will be approximately two months from when your grant was awarded. As it can take a long time to finalise project costs, we recommend you begin gathering the **required documents and information** as soon as possible.

The list of **required documents and information**:

- the Main and Second Contact details of who we will communicate with during this project
- contact details of the individual authorised to sign the Finance Agreement on behalf of your organisation
- details of the Contributing Third Party, naming the individual or organisation who is providing the 10% Contributing Third Party payment. More information about Contributing Third Party is available in the Guidance section of our website
- a breakdown of the project costs and evidence that a competitive tender process has been carried out, for each funded element of your project, to ensure best value for money will be achieved
- confirmation of whether your organisation will be paying or reclaiming VAT
- evidence your project has secured all additional funding and is ready to go ahead. This can be in the form of grant offer letters and/or a bank statement showing the funds in your account
- the dates physical works will begin and are expected to complete, resulting in your project site being fully open to the general public
- a copy of your bank statement, showing your organisation's name, sort code and account number; all other information can be removed. This is the bank account into which your grant will be paid
- other documents and information. As each project is different, we may have asked you for things which apply to your project specifically

If you are struggling to gather any required information or have any questions, please contact us.



Contacting 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 send us a message via your Veolia Environmental Trust user account.

How to log into your Veolia Environmental Trust user account

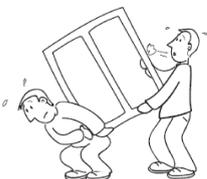
Select 'Login' via our website www.veoliatrust.org and sign into [Your Veolia Environmental Trust User Account](#) with the email address and password you used to create and submit your funding application. Go to 'My account' select 'Manage my applications' and below, where you can view your application, select 'Start a new conversation'.

Changes to your project

Your grant award is based on the details you provided in your Application Form, and this is what has been approved by our Trustees and our regulator, ENTRUST. It is therefore really important that you tell us about any changes at any stage of your project, so we can ensure your project is still eligible for the grant awarded.

The changes you should tell us about are as follows:

- Changes to your project's schedule of works
- Delays to your project timetable
- Changes to your project budget
- If you need to use a different contractor or supplier to the one you told us about
- A change of bank account
- A change to your organisation (e.g. name, governing documents, legal status)
- A change of contact at your organisation



Finance Agreement and Contributing Third Party Agreement

When you have completed the Post Award Details Form and we have received all your **required documents and information**, two separate agreements will be sent by email for signing.

The Finance Agreement is the legally binding agreement between your organisation 'the Beneficiary' and us 'The Trust' and sets out the terms and conditions of your grant.

- The Finance Agreement should be signed by the person within your organisation authorised to commit to the terms of the agreement
- The Finance Agreement may be signed by hand or electronic signature
- Once the Finance Agreement has been signed and returned, we will check that the individual matches the details on your Post Award Details Form

The Contributing Third Party Agreement is the agreement between the organisation you have identified to make the Contributing Third Party payment and Veolia 'The Landfill Operator', who are providing the funds for the grant.

- The Contributing Third Party Agreement should be signed by the person within the organisation authorised to commit to the terms of the agreement. This agreement will be sent directly to the organisation or individual that was confirmed in the Post Award Details Form
- The Contributing Third Party Agreement may be signed by hand or electronic signature
- Once the Contributing Third Party Agreement has been signed and returned, we will check that the individual matches the details on your Post Award Details Form

Contributing Third Party Payment

Along with the Contributing Third Party Agreement, we will send instructions on how to make the Contributing Third Party payment.

- The Contributing Third Party payment should be made by BACS, if this is not possible please contact us
- The organisation named as the 'The Contributing Third Party' should make the payment directly to the 'Landfill Operator', Veolia. **The Contributing Third Party should not transfer the payment to you**
- You should let us know when the Contributing Third Party payment has been made so we can contact the landfill operator and confirm receipt

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 safekeeping.



Legal formalities have been completed. Your project may now begin.

Grant Payments

Your grant will be paid to you by BACS, in three instalments:

1. An upfront payment, in most cases, will be made at the time we give you consent to start your project. The amount of this upfront payment will be shown in Appendix 1, Clause 2.3, of your Finance Agreement.
2. An interim payment when we receive invoices from you, that are equal to or more than the value of your upfront payment.
3. A final payment of 5% of your grant award, which is paid in arrears and released when we receive invoices to the value of your grant and your project completion form.

Grant Claim Form

Your Grant Claim Form is an online form and works in the same way as your application form. We will give you access to your 'Grant Claim Form' via your Veolia Environmental Trust user account. This is the form you will need to upload evidence of expenditure (invoices).

- You must upload invoices to the value of your upfront payment as soon as they are available. Then continue to upload invoices regularly so further payments can be made to you.
- If your organisation can reclaim VAT your grant can not be used to cover this cost.
- **We only expect to receive invoices from the contractors that you have told us you will be using.**
- Invoices should correspond to the 'Project Elements' shown in Appendix 1, Clause 1.2 of your Finance Agreement.
- All uploaded invoices must include:
 - **Supplier or contractor name and address**
 - **Supplier or contractor VAT registration number (if charging VAT)**
 - **Date of purchase**
 - **Organisation name and project site address**
 - **Itemised costs for items purchased or work completed**

We do not accept proforma invoices, quotes, copies of online orders or invoices dated before the date of your Finance Agreement.



What happens if project costs increase?

The amount of the grant you are awarded is fixed. If your project costs increase and you are unable to raise the balance of funding necessary for your project to go ahead or complete, please let us know.

Our Trustees understand that cost increases are sometimes unavoidable and often due to the nature of the project. In this situation, our Trustees will review your grant offer and may decide to give you more time for fundraising, withdraw your grant award or, in exceptional circumstances, award an additional grant. However, they will want to understand the reasons and what efforts you have made to resolve the issue, so please have this information ready when you contact us.

Project Completion

We consider your project to be complete when physical works are finished and your project site is open to the public.

At this stage, you will need to complete your 'Grant Claim Form' confirming the project has completed and continue to complete the questions in the 'Project Completion' screen and provide photographs and if available a video showing the completed project. Once you have submitted this form and we have approved it, we will release the final 5% of the grant.

Project Monitoring

Appendix 1, Clause 4 of your Finance Agreement will tell you how long we will monitor your project and any assets once it is completed.

We will contact you by email, once a year, to request a written statement and photographs/video, showing how your project continues to benefit the community. It is also possible that we will visit your project site during the project monitoring period.

We distribute grant funding through the Landfill Communities Fund, which is a regulated scheme. If you do not reply to our request, you will be in breach of the terms of your Finance Agreement and risk your grant being clawed back.



Celebrating your project

At the same time we return your countersigned Finance Agreement, we will post you a plaque to display at your project site.

If you are planning to have an official opening event, please let us know. We are a very small team and it may not be possible for us to attend but we would be very happy to promote your event on social media. You can even message us via all social media channels @veoliaenvtrust.

Videos are an excellent way for you to celebrate your project. Why not upload a short video (no more than 2 minutes) to your final grant claim form to show us:

- What you've achieved
- How people are now using the site
- The impact your project has had

Interviews are a great way for us to see your community brimming with delight that their wishes have been met. Showing us how people are able to use the site really brings your project to life for us. Interviews are also a great way to hear how the project has been received and you never know, you might find out you achieved more than you anticipated.

Please get the consent of everyone featured in the video. We suggest you get written consent from the guardians of children and vulnerable adults before you share your videos with us.

We may share the best videos on social media, you can tag us on Twitter, Facebook and Instagram via @veoliaenvtrust please use the hashtag #TheLCF when talking about your project.

It's also important to us that people understand the good things that are made possible through the Landfill Communities Fund, so we encourage you to let your local MP know about your grant.



Frequently Asked Questions

1. What happens if we do not get our Finance Agreement in place by the deadline?

If you do not meet the Finance Agreement deadline, your grant offer will be reviewed by Trustees and could be withdrawn. If you think you will be unable to meet the deadline, please let us know as soon as possible.

2. How long does it take for the funding to come through?

We aim to make the upfront payment within 10 working days of your Finance Agreement being signed by all parties.

We aim to make all other payments within 10 days of invoices being accepted as valid evidence of expenditure.

3. Are we able to start work now and get the money back later?

No. Physical works may only begin once the Finance Agreement has been signed by all parties and the Contributing Third Party payment has been made.

4. We would like to spend the award differently to the way we described in our Finance Agreement, is this possible?

This would only be possible with the approval of both ourselves and ENTRUST. You would need to contact us as soon as possible if this situation arises.

5. We are unable to use the contractors that we previously identified.

In this situation please contact us to explain the reason. We will need to approve any change in contractor before the works begin. You may also have to provide additional quotes for the works.

6. We are unable to meet the deadline for the completion of our project.

We will be as flexible as we can, however we can only make payments to projects within the timescales our regulator ENTRUST has agreed. Please, let us know of any delays.

7. What happens if the contacts for the project change/leave the organisation?

Please contact us to let us know the details for the person(s) now responsible for the project. This change will need to be confirmed by someone we already have named as a contact at your organisation

