

Let us know – a guide to completing our application forms

This document provides you with information and advice relating to what we fund and drafting and submitting an application that contains all the information we need to check that your project is compliant and that you have the correct information to go forward to our Board for consideration for funding. We ask that you read and consider **all** the information in this document and on our website before you contact us.

There are local organisations operating outside of the Landfill Communities Fund and The Veolia Environmental Trust who will also be able to help you develop a project and fill in an application. They will come under the umbrella of the [National Association for Voluntary and Community Action \(NAVCA\)](#).

A. Our Criteria

Our criteria have been developed to: Comply with the criteria of the Landfill Communities Fund, reflect the current needs of society, encourage applicants to undertake sustainable projects that benefit communities and the environment, and enable us to support projects with the best chance of starting and completing.

Categories we fund fall under two of the Landfill Communities Fund's criteria – D and DA. The category D relates to projects that aim to improve or create an amenity for the community to enjoy, such as a play area, a village hall or a footpath. Category DA projects principle aim is to improve a habitat or location to benefit a specific species or set of species. Visitors and enthusiasts such as birdwatchers can also benefit from this work but public benefit is not always required.

B. Key criteria for community projects (Object D)

You **must** meet **all** these criteria to be eligible for a grant:

1. Applications from constituted, not-for-profit groups Your organisation must have a constitution/governing documents which confirm that: the organisation works to further specific aims/objectives for the benefit of the general public, is not-for-profit, members receive no financial benefit, and, if the organisation is dissolved, all assets remaining after the demands of debtors are met will be redistributed to an organisation with similar objectives.

Depending on your type of organisation, you may need to provide us with a copy of your organisation's constitution/governing documents. Failure to do so will mean an application will not progress.

2. Project type It has to: be a capital improvement project at a single site; have a discrete start and end date, not be dependent on any other works or phase of works being completed; and result in a distinct amenity that the general public can use and enjoy.

3. Access to the public The amenity that will be improved or created must be open to the general public for a minimum of 104 days a year without any limit or unreasonable restrictions of use. However, we look to support those with maximum availability and benefit.

5. Total cost of the project Your project must have a total cost of no more than £250,000 (including VAT and professional costs).

4. Funds already secured You must have secured **at least** 20% of the total project cost in cash **before** you submit a Stage 1 application. It can be made up from your own funds or using donations and grants from other organisations. It **cannot** include the cash equivalent of donated goods or services, or the wage bill equivalent to the time to be given by volunteers. Your application will not progress if you have not secured this.

6. Maximum and Minimum grant Our maximum grant is £75,000 and our minimum is £10,000. For grants of £40,000 and above, a Contributing Third Party must provide 10% of the value of the grant to our landfill operator to release the full grant.

This contribution can be made by yourselves, another funder, a local council or an individual. If you are awarded a grant and you have not yet secured a Contributing Third Party, you will have four months to find one.

7. Timescales The government expects money provided through the Landfill Communities Fund to be spent as quickly as possible. A project needs to be completed within 12 months of its start date.

8. Applications from Environmental Bodies You do not have to be an enrolled Environmental Body (EB) to secure a grant from us. If we do award a grant, we will register your project with our regulator ENTRUST. However, if you are an EB, you **must** register your project and have it approved **before** you submit your Stage 2 application.

9. Choosing the right time for your application We cannot fund projects that have started before the date of the Board meeting when a grant decision will be made. You should choose to submit your application for a decision to be made at the Board meeting immediately before your estimated project start date. Application deadlines and Board meeting dates can be found on our website.

C. Notes for Stage 1 questions

1. Organisation name: This needs to be the full legal name of the organisation applying for funding and if successful, the name of the organisation that the grant will be paid to.

2. What type of organisation are you? You need to select the description that best suits your organisation and not the nature of the project e.g. if you are a church and part of your new building will be a community centre, please select 'Religious Organisation (e.g. church, mosque, temple)' and not 'Community group or voluntary organisation'. If you feel none of the options we provide do not reflect their organisation type, please select 'Other'. We may change your description when assessing your application.

3. Are you a registered charity? You do not have to be a registered charity to receive a grant from us. However, if you are, you will need to tell us your charity number.

4. Are you a registered Environmental Body? You do not have to be an enrolled EB to receive funding from us. However, if you are, you must tell us.

6. What is your project? This is a description of the project you would like us to fund. This should include all the items/activities which make up the whole project.

7. Which elements of your project are you asking us to fund? Your answer to this question needs to be a list of the items/aspects that you are requesting funding towards.

8. What do you hope to achieve by undertaking your project? Here you need to describe what will physically be achieved on site as a result of the project.

9. Who will benefit from the project? Here you need to list who will benefit from the project. You can also add some detail about how they will benefit.

D. Notes for Main Stage 2 Questions

1 Contact and organisational details

1.1 Telephone number/Alternative number Please ensure these numbers are correct as we may need to telephone you when we are appraising your application. Your application may not go forward if we cannot contact you.

1.2 Organisation details This needs to be the full legal name of the organisation applying for funding, as included in your Stage 1 application, amending if incorrect.

1.3 Are you a registered Environmental Body (EB)? You do not have to be an enrolled EB to receive funding from us. However, if you are an EB, or become enrolled at any time, you must tell us immediately.

If you are an EB, you **must** register your project with ENTRUST before you submit your Stage 2 application. Failure to register it will mean your application will not go forward. If you answer 'Yes' to being an EB, you will be asked to enter your ENTRUST project registration number. Once you have done this, you will first need to confirm which ENTRUST Category your project has been registered under.

You then **must** upload your ENTRUST 'Project details' and 'Approval letter'. A pdf copy of these documents would have been emailed to you by ENTRUST following the registration and the approval of your project. We cannot proceed with the assessment of an application from an EB until these documents have been uploaded.

1.4 Select the organisation's legal status Please ensure this is correct as you will have previously selected this when you filled in and completed your Stage 1 application and this question will be populated with this previously provided answer.

1.5 Upload your governing documents If you are a Community group/voluntary organisation, a Sports club or a Social Enterprise, or if you select 'Other' when identifying your organisation's legal status, you **must** upload your governing documents that demonstrate that your organisation is not-for-profit. Failure to do so will mean your application will not progress. Even if you are not one of these organisations, we may still ask to see your governing documents during the application process.

2 Project Details and Aims

2.1 Project site address This **must** be the address of where the project will take place and not your organisation's contact address.

2.2 Upload your project design plan This can be a drawing and/or plan of the current or new amenity, with an indication of features that you want to create or improve. It can be two documents – a map showing the location in the landscape and a smaller-scale drawing of the amenity. It can be hand drawn. This is an essential piece of information and it **must** be uploaded.

2.3 Anticipated start date This **cannot** be a date before the Board meeting when your application is to be considered. It also needs to be at least two weeks after the date of this meeting. If you are awarded a grant, we will work with you to draw up a Finance Agreement, the contract that governs the undertaking of your project. This process will require you to provide us with certain documents and information. Work **cannot** start before a Finance Agreement is signed by us and your organisation.

2.4 Anticipated end date This **cannot** be more than 12 months after the start date. This may change during the drafting of the Finance Agreement, as the start date may alter.

2.5 Does your organisation own the site? If you do not own the project site you **must** have written permission from the landowner to undertake the project and you will need to confirm this on the form. You do not have to upload it at this stage but we will ask for it later if a grant is awarded.

2.6 Lease You must inform us if you have a lease in place. If one exists, there needs to be **at least** six years left on it, and if you are awarded a grant, you will be asked to supply a copy of this.

3 Permissions

3.1 Planning permission If planning permission is needed, you **must** secure this **before** you submit your Stage 2 application. Failure to secure and upload this will mean your application will not progress.

It is your responsibility to check whether planning permission is needed. If funding is awarded and it becomes apparent that planning permission is needed, there is a possibility your grant will be withdrawn.

3.2 Religious building consent If your project needs religious building consent e.g. church faculty, it should be obtained **before** you submit your Stage 2 application. It is your responsibility to check whether this is needed for the work itself, or other aspects of work we will require e.g. the erection of a commemorative plaque. If funding is awarded and it becomes apparent that this consent is needed, there is a possibility your grant will be withdrawn.

3.3 Is Environment Agency (EA) consent required before the project can begin? If your project needs permission from the Environment Agency, it should be granted **before** you submit your Stage 2 application. It is your responsibility to check whether EA consent is needed for the work. If funding is awarded and it becomes apparent that consent is needed, there is a possibility your grant will be withdrawn.

3.4 Are further consents required before this project can begin? If your project needs any other permission to enable it to start e.g. you are a parish council and require from the county council a licence to start work, it should be granted **before** you submit your Stage 2 application. It is your responsibility to check whether other consents are needed for the work. If funding is awarded and it becomes apparent that other consents are needed, there is a possibility your grant will be withdrawn.

7 Project Finance

7.1 Project Budget This is an essential part of your application. The information you enter in this table will tell us a) what elements your project is going to entail b) the total cost of these individual elements and c) which items you want us to fund. It is very useful to us if you breakdown the project on a line-by-line basis, as there may be certain items we are unable to fund e.g. white goods or portable equipment.

This is an example budget for a project to create a new kitchen at a village hall

Item/Activity (Quantity/Units)	Total Cost (£)	Grant amount requested (£)
New kitchen units (x6)	5,000	5,000
Cooker and washing machine	500	0
New floor	1,000	1,000
New fire doors	3,000	3,000
Lighting and electrics	2,000	2,000
Creation of serving area	2,500	200
Total	14,000	11,200

In this example, the £11,200 is the funding being requested. This figure, and the one for Total Cost, is calculated automatically by the application form.

In this table you **cannot** include costs you have already paid (e.g. architect's drawings) or works that you will need to pay for before a funding decision is made.

Volunteers As there is no cost for a volunteer's time in making a project happen, this **cannot** be included in the table. However, financial expenditure such as equipment or staff costs directly relating to the coordination and supervision of the physical work completed by volunteers, can be included your project budget.

Where staff costs are included in the 'Item/Activity' column include the activities to be undertaken, the number of days and the daily rate used to calculate the cost of the supervision.

7.2 Funding from other sources Complete the table to show a breakdown of all funding you have so far secured/hope to secure to complete the project. You need to include your own funding but not the amount being requested from us.

e.g.

Funding organisation/source	Amount	Status	Date
Own funding	800	Secured	6/1/2017
Kitchen Equipment Fund	500	Secured	7/1/2017
ABC Trust	1,500	Secured	8/6/2017
123 Trust	11,200	Pending	8/12/2017

We accept that you may apply for more money than you need, as you cannot predict the outcome of specific grant applications. However if a grant decision is going to be made between the date you submit your Stage 2 application and approximately a month before the Board date you need to notify us.

While we support and encourage projects sourcing services, goods and labour for free, as this does not incur accost the cash equivalent should not be included in this table.

7.3 How much funding have you secured so far towards this project? This is the total of the 'Funding from other sources'. It is the amount that we use to check that you have the minimum of 20% of the total project cost required for your application to be considered. If you do not have this amount, your application will not progress.

You **cannot** count pending applications as funding secured for the project. Also, even if these are secured at a later date, your application will not progress as you must have secured this 20% **before** you submit your Stage 2 form.

7.4 How are you ensuring that best quality and value for money will be achieved when undertaking this project? By the time you submit an application, you need to have a good idea about how you are going to ensure the best price for the relevant elements for a project. Traditionally this is via a tender process or comparing 3 quotes.

7.5 Confirm any income generated will be ring-fenced for the ongoing running and maintenance of the amenity We require this to ensure that a new/improved amenity will be compliant. Even if it is very unlikely that a fee will be charged in the future for the use of the amenity you to want improve or create, you **must** confirm that any income will be ring-fenced and used to support and maintain the amenity.