



Veolia Environmental Trust

Sample Application Form

DO NOT USE THIS FORM TO SUBMIT AN APPLICATION

To apply for a grant, you will need to complete our online Application Form. The purpose of this document is to help you to plan your application before you begin the process using our online form.

Please visit our [website](#) for details of our funding criteria, guidance and postcode checker to see if you are eligible to apply.

If you are unsure that your project is eligible and would like to discuss the details, please feel free to contact us in advance of applying by contacting us on 0203 567 6820 or email any questions to UK.Trust@veolia.com.

Pre-Application Checklist 1/11

The Pre-Application Checklist

This page is a summary of some of the main criteria points where applications may not provide the correct information to be eligible.

It is important you read our [Funding Criteria](#) before applying, if you are unsure if your project meets our requirements please contact us. Applications that do not meet our criteria will be withdrawn.

Remember, 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 of the site by all members of the general public, including different cultures, religions, ages, genders, backgrounds and disabilities.

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.

Organisation 2/11

What is the name of your organisation?

You will be asked to upload your governing documents

This is so we can check your organisation type is eligible to receive a grant. The [Guidance](#) also explains what we mean by Governing Documents.

You will be asked to upload your organisation's accounts

*This should be a copy of your **most recently audited or signed accounts**.*

What is your registered charity number? (if applicable)

Your organisation does not need to be a registered charity to receive a grant from us, but if you are a charity, we will need your charity number in order to be able to confirm your organisation's details match with the [Charity Commission](#) register.

Are you a registered Environmental Body?

A registered Environmental Body (EB) is an organisation that is enrolled with our regulator ENTRUST. Your organisation does not need to be an EB to receive a grant from us but you **must** tell us if you are one at the point of applying to us or if you become one at any point.

If you are unsure, you can check if your organisation is an EB using the [ENTRUST Environmental Body Search](#).

If you are an EB, you will be asked to upload your ENTRUST 'Project details' and 'Approval letter'

A pdf copy of these documents would have been emailed to you from ENTRUST following the registration and approval of your project.

Your contact details

As the person responsible for completing this grant application, please provide your contact details. Make sure the email address you provide below is the same as the one you use to login to your user account.

Title

Name

Position held in the above organisation

Email

Telephone number

You will need to confirm the following:

- I declare I have the authority to complete this application on behalf of the above organisation**

Project Details 3/11

Project name

Please give your project a name. We will amend this to our format once the project has been reviewed which will show on any future communication.

Describe the project *1,000 characters*

This is where you will explain what your project is going to deliver and your reasons behind it.

List the elements you would like us to fund *200 characters*

Please describe the items that you are looking for us to fund as part of your project.

Photos and videos

This is your opportunity to stand out and show our Trustees why your community needs this project.

You will be asked to upload photos of the project site

For example, if your project is a roof repair, provide photos of the failing roof and the damage caused by leaks. Aim for a minimum of 5 photos that focus on the project aims.

You will be asked to upload a video (max. 2 minutes)

This is so you can show us where the project will take place and why you are doing it.

List the aims of the project *1,000 characters*

Tell us what you hope this project will achieve, and what it will mean for your community. This is where you can tell us why you are doing this project and who will benefit.

You will be asked to upload a site plan/ floor plan which shows the current layout of the project site

e.g. sketch/drawing, aerial photo, architect's drawing.

You will be asked to upload your project design plan

What will be delivered e.g. sketch/drawing, floorplan, current and proposed layout, architect's drawings, landscape architect's design.

Tell us how the project design will help achieve the aims of the project 500 characters

Why did you choose the design or piece of equipment? What factors were taken into consideration, e.g. budget, landscape, sustainability, durability, existing biodiversity etc?

What date do you expect that physical work will begin?

This can be an estimate, but must be at least 2 weeks after our [Trustees' Board Meeting](#) as the project cannot start before the formal agreements have been signed by all parties and the [Contributing Third Party](#) payment paid to the Landfill Operator.

What date do you expect physical works will end?

Again this is an estimate based on how long you or your chosen contract/supplier has confirmed the project will take.

Project Site 4/11

What is the address of the site where the project will take place?

At this stage we will double check that your project will take place in an eligible location based on our [Postcode Checker](#)

Does your organisation own the site?

- Yes
- No

If yes:

You will be asked to upload evidence that the applicant organisation owns the site, this can be obtained for a small charge [here](#)

If no:

Confirm the name of the organisation who owns this site?

*****If your organisation does not hold a lease with the landowner, please contact us before proceeding further as we may be unable to accept your application*****

When does the lease term expire?

We will check this against the uploaded evidence.

You will be asked to upload a copy of the Lease

Your organisation must control the access to the site, therefore must be the landowner or hold a Lease to manage the site for at least 7 (seven) years from the date of application.

The uploaded document must show the lease is in the name of the applying organisation, the landowners' details, the terms of use and the length of the agreement.

What is the name of the organisation that will manage the project site when the project is completed?

What is the name of the organisation who holds insurance for the site ?

You will be asked to Upload a copy of the relevant insurance certificates

Please provide the link(s) to your website or social media account(s)

Tell us how the project site will be looked after to ensure that it continues to benefit the community in years to come *500 characters*

Access Details

Please complete and upload the [Access Statement template](#) to show how the public is able to access the project site.

You will be asked to upload a completed Access Statement.

Permissions 5/11

Please note all permissions must be in place at the time of application

Is planning permission required before the project can begin?

- No
- Yes approved

You will be asked to upload a copy of your approved planning permission.

Is religious building consent required before the project can begin? E.g. Church Faculty.

- No
- Yes approved

You will be asked to upload a copy of the secured permission.

Is Environment Agency consent required before the project can begin? E.g. Church Faculty.

- No
- Yes approved

You will be asked to upload a copy of permission secured.

Are other consents required before this project can begin?

- No
- Yes, not yet secured
- Yes this has been secured

Environmental Benefit 6/11

Carbon Emissions

Every project has a carbon footprint, tell us what actions are being taken to reduce this.

Please tell us what steps you are taking to make sure that when completing this project, carbon emissions are eliminated or are reduced as much as possible.

e.g. local sourced materials and contractors, low waste, consider the materials being installed, recycling of any existing equipment, contractors may have their own sustainability measures in place, carbon offsetting etc

Consider:

- Where are the materials coming from?
- Are you using local contractors which will reduce travel emissions?
- Do your suppliers/contractors have their own sustainability measures in place?
- Are you offsetting the carbon emissions?
- Have you considered green/renewable energy options?

Tell us how this project will reduce the future carbon footprint of the site?

e.g. replace fossil fuel appliances with renewable energy alternatives, increase energy efficiency, reduce heat loss, move to green energy use, reduce future transport emissions etc.

When the project has completed, how will the changes reduce carbon emissions at the site?

Consider:

- Are you replacing fossil fuel appliances with renewable energy options?
- Are you reducing energy waste?
- Will the project reduce transport emissions?
- Are you reducing the use of natural resources such as water reducing taps, toilet flushes and movement sensitive lighting?

Please upload evidence that supports your carbon footprint measures.

- Energy reports and recommendations made by professionals, with outcomes of savings and efficiency savings
- Minutes of meetings where these issues have been discussed in relation to project equipment, decisions on materials used etc
- Any research that your organisation has taken

Biodiversity

How will your project positively impact biodiversity in the area?

Consider:

- Are you maintaining, improving or increasing existing habitats?
- Can you avoid destroying habitats?
- Are you installing access for wildlife? E.g. bird/bat boxes, badger gates, etc
- Are you planting trees at the project site?

Please upload evidence that supports this, if available.

e.g. Biodiversity Action Plan, Species Survey etc

Community Benefit 7/11

Community

How do you know this project is wanted and needed by the community?

Please tell us about your consultation with the local community and the current and potential users of the site.

Upload evidence that shows your community supports this project

This can be in the form of questionnaires, surveys, social media comments, petitions, letters of support etc.

There is also the opportunity to upload video evidence from the users to support your application.

Tell us how this project will provide access for all, so that anyone can enjoy the site.

Please tell us how will this project increase diversity and inclusion, allowing anyone to access and be able to use the site.

Volunteering

Tell us how volunteers will be involved in the delivery of this project?

Consider

- Are you able to use volunteers to complete this project / will they be used in the physical work that will be carried out?

- Are volunteers managing the delivery of the project?
- If you are unable to use any volunteers, please explain why.

Give examples of how this project will increase future volunteering opportunities.

Consider:

- Will new volunteer groups use and access the site?
- Will the current volunteers be able to commit more time because of the changes this project is making?
- If volunteering opportunities will not be possible, please explain why.

Project Finance 8/11

Project Costs

Complete the table below:

Project Elements: List all of the elements that make up this project including those you are not asking us to fund. Do not include items already paid for e.g. planning permission or design fees

Total Cost: The total cost of each element

Funding Request: The amount of funding (to the nearest £1) you would like us to contribute to each element

Remember:

The Total Funding Request must be between £10,000 - £75,000.

The maximum Total Project Cost must not exceed £350,000.

Project Elements	Total Cost (£)	Funding Request (£)
Total		

How did you work out the project costs?

Please select from the list and upload any evidence to support the costs

Have you included VAT in the Project Costs?

- Yes, I confirm
 No

Will your organisation be reclaiming VAT?

- Yes, I confirm
 No

If awarded a grant I will provide a tender report to show how best value for money will be achieved for each project element funded.

- Yes, I confirm
 No

Secured Funding

Complete the table below:

- In the **Organisation** column, list any organisations that have provided, or agreed to provide, funding towards this project.
- In the **Amount Secured** column, state the amount of funding provided/agreed .
- In the **Confirmation Document** column, upload confirmation showing the amount of funding provided/agreed towards this project (e.g. grant award letters, treasurers' letter.) Please do not upload bank statements.

Organisation	Amount Secured (£)	Confirmation Document

Contributing Third Party

If your application is successful, the [Contributing Third Party \(CTP\)](#) you name below will be required to pay 10% of the grant amount to our Landfill Operator, to release the grant.

Complete the table below:

- In the **Contributing Third Party Name** column, name the organisation, or person, who has agreed to make the 10% CTP Payment to our Landfill Operator.
- In the **Amount Secured** column, the CTP Payment amount has been calculated for you.
- In the **Confirmation Document** column, upload confirmation from the organisation or person showing they have agreed to make the CTP Payment .

Contributing Party Name	Third	Amount Secured (£)	Confirmation Document

Income

How much additional income, per year, do you expect will be generated as a result of this project?

By 'additional income' we mean; more than is required to maintain the amenity. If you will not generate additional income, please put 0.

(£)

I confirm any income generated will be ring-fenced for the ongoing running and maintenance of the amenity

- Yes, I confirm
- No

Declaration 7/8

Tick each box below to confirm you agree to the following statements

We can only accept your application if you agree with each statement below.

Please note that making a false statement will result in your application or subsequent grant offer being withdrawn.

- I understand The Veolia Environmental Trust (The Trust) is a charity regulated by ENTRUST (www.entrust.org.uk), and all obligations set by The Trust will be met to ensure compliance with the Landfill Communities Fund (LCF).
- I confirm that the amenity will not be operated for profit. Any income earned as a result of a Trust grant, will either be reinvested in the maintenance and operation of this project or returned as LCF-derived funding.
- I confirm that any assets or proportion of assets purchased with a grant from The Trust will be protected to ensure that no future actions result in LCF monies being lost from the Fund.
- I confirm that any Contributing Third Party for this project will neither make a contribution which is derived from LCF monies nor receive a unique benefit from any project run by the organisation or registering Environmental Body (EB).
- I confirm that there will be no unique benefit to any Landfill Operator as a result of this project.
- I confirm this application is for a project which will work on a single specific amenity.
- I confirm that the project is not a condition of any planning permission or any statutory consent arising from an application of any Landfill Operator.
- I confirm that the project is not a term of an agreement, made under Section 106 of the Town and Country Planning Act 1990, to which any Landfill Operator is a party.
- I confirm that the LCF-funded part of this project will not involve spending LCF monies on areas that are not accessible by the public e.g. charity headquarters, administration offices etc.
- I confirm that I have read and understood The Veolia Environmental Trust's Privacy Statement (www.veoliatrust.org/privacy/) which details what data is recorded, how it is used, and stored.
- If awarded a grant I consent to my contact details, along with details about this project, being shared with Veolia Environmental Services for publicity purposes.

Confirmed by:

Name

Organisation

Would you like to comment on our application process?

- Yes
- No

If you select yes:

Tell us your thoughts

This information will be used to help improve the application process for future applicants.

Diversity, Equity And Inclusion 10/11

Help us to become a more Diverse, Equitable and Inclusive funder.

We want our funding to be accessible to everyone. It's important to us to make sure that our funding reaches as many people as possible and that no one is excluded on the basis of their background or identity.

By completing our Diversity, Equity and Inclusion questionnaire, you can help us to understand the diversity within the organisations we support and the people who benefit from the projects we fund.

Your answers will not form part of our decision making process, but they will enable us to improve the accessibility of our application process in the future.

Who will benefit specifically from this project?

We appreciate it's not always possible to be exact about this, but please select all of the characteristics that apply to the majority of the users of this project site.

People from minority ethnic backgrounds

- The majority of the project's users are not from a minority ethnic background
- Black British
- African
- Caribbean
- Any other Black background
- Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
- Arab
- Jewish
- Gypsy, Roma, Traveller
- Mixed Ethnic background
- Any other minority ethnic background

People of a particular age

- The majority of the project's users are not from a specific age group
- Under 18
- 19-25
- 26-49
- 50-69
- 70 and Over

The Disabled Community

- The majority of the project's users are not from the disabled community
- Impaired mobility
- Visual impairment
- Deaf / hearing difficulties
- Speech impairment
- Learning disability or difficulty
- Neurodiversity
- Mental Health
- Long term health condition
- Any other disability

The LGBTQIA+ community

- The majority of the project's users are not from LGBTQIA+ Community
- Bisexual men
- Bisexual women
- Gay men
- Lesbian / Gay women
- Trans men
- Trans women
- Non-binary
- Any other LGBTQIA+ identity

People facing social / economic disadvantage

- The majority of the project's users are not people facing social / economic disadvantage
- Children / families eligible for free school meals
- People with below average educational outcomes / aspirations
- People who struggle to meet their own needs for food, housing, heating and social participation

- Unemployed / economically inactive people
- People in low paid / precarious employment
- Any other social or economic disadvantage

Faith / Belief communities

- The majority of the project's users are not from a specific faith or belief community
- Catholic
- Protestant
- Other Christian denomination
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- No faith / atheist / agnostic
- Any other faith / belief

Review Application 8/8

This screen will give you the opportunity to review your application as a whole.

Sections where information is missing will be highlighted.

You can also download a copy of your completed form before you click 'Validate and send' to submit your application.
