



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. Please visit our [website](#) for details of our funding criteria, application process, and to access our online Form.

The purpose of this document is to help you to plan your application, before you begin the process of applying for a grant using our online form.

Organisation 1/8

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. [Guidance](#)

What is your registered charity number? (if applicable)

Your organisation does not need to be a registered charity to receive a grant from us

Are you a registered Environmental Body?

A registered Environmental Body (EB) is an organisation who 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

Check if your organisation is an EB using the [ENTRUST Environmental Body Search](#)

Yes

You will be asked to upload your ENTRUST 'Project details' and 'Approval letter' if your organisation is a registered Environmental Body

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

No

Your contact details

As the person responsible for completing this grant application, please provide the best details for us to contact you. 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

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

Project Details 2/8

Project name

Describe the project *1000 characters*

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

You will be asked to upload photos of the project site

If your project is a roof repair, provide photos of the failing roof and the damage caused by leaks.

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 *1000 characters*

Tell us what you hope this project will achieve, and what it will mean for your community

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

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 (not words)*

What date do you expect physical works will begin?

What date do you expect physical works will end?

Project Site 3/8

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

Does your organisation own the site?

- Yes
- No

If your organisation does not own the site, who owns this site?

- I confirm that our organisation has permission from the landowner to undertake this project**

- I confirm that our organisation holds a lease for the site**

You will be asked to upload a copy of the lease / management agreement

- Our organisation does not hold a lease for the site**

Please contact us for advice

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 that holds public liability insurance for this site?

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*

Permissions 4/8

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 permission secured

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

Tell us more

Supporting Information 5/8

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

Community Need

To make your project application stand out, upload as much evidence as possible in this section

How do you know this project is wanted and needed by the community? *1000 characters (not words)*

You will be asked to upload evidence showing your community support this project

e.g. emails, Facebook comments, online-surveys, questionnaires, petitions, and/or the results of other community consultation activities. Also photos and/or a video (max 2 minutes)

Volunteering

Tell us how volunteers are involved in the day-to-day running of your organisation and/or project site *500 characters*

Give examples of how this project will increase volunteering opportunities *500 characters*

Environmental Benefits

Tell us how this project will benefit the environment *500 characters*

Include energy efficiency measures, use of sustainable materials and/or local suppliers, and making a home for nature

Project Finance 6/8

Project Costs

Complete the table below:

- In the **Project Elements** column, list the elements that make up this project. Do not include items already paid for (e.g. planning permission/design fees)
- In the **Total Cost** column, list the total cost of each element.
- In the **Funding Request** column, list the amount of funding (to the nearest £1) you would like us to contribute to each element. Check our criteria document to ensure that we can fund the items requested

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

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 Third Party Name	Amount Secured (£)	Confirmation Document

Income

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

(£)

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

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 can 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 can 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 successfully awarded a grant I consent to my contact details along with details about this project being shared with Veolia Environmental Services for publicity purposes.
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Review Application 8/8

The online version of the Application Form will give you the opportunity to download a copy of your completed form, before you click 'Validate and send' to submit your application.