

The Veolia Environmental Trust Online Application Form

Stage 2 questions

Please note: this is **not** the Stage 2 application form

1. Contact and Organisation Details

a. Main Contact

- 1.1 Title
- 1.2 First Name
- 1.3 Surname
- 1.4 Position held in organisation
- 1.5 Contact address
- 1.6 County
- 1.7 Postcode
- 1.8 Email address
- 1.9 Telephone number

2. Alternative number

b. Alternative Contact

- 1.10 Title
- 1.11 First name
- 1.12 Surname
- 1.13 Position held in organisation
- 1.14 Contact address
- 1.15 County
- 1.16 Postcode
- 1.17 Email address
- 1.18 Telephone number
- 1.19 Alternative number

c. Organisation Details

- 1.16 Organisation name (*this needs to be the full legal name of the organisation applying*)
- 1.17 Address
- County
- 1.18 Postcode

1.19 Website address

1.20 Are you a registered Environmental Body?

- If 'Yes', you will be asked to enter your ENTRUST number confirmation as to which ENTRUST Category your project has been registered under and to upload your ENTRUST 'Project details' and 'Approval letter' A pdf copy of these documents would have been emailed to you from ENTRUST following both the registration, and the approval of your project

1.21 Select your organisation's legal status (*you will be able to select one*)

- Community Group or Voluntary Organisation (e.g. Village Hall Management Committee, Friends Of group, CIO Scouts/Guides)
- Local Authority (e.g. Parish Council, City Council, Borough Council)
- Membership Organisation (e.g. RSPB, National Trust, Woodland Trust and Wildlife Trusts)
- Religious Organisation (e.g. Church, Mosque, Temple)
- Sporting Organisation (e.g. Sports Club, CASC, Sports & Social Club)
- Social Enterprise (e.g. CIC, Industrial and Provident Society, Co-Operative)
- Other

Please note a copy of your governing documents may be requested

1.23 How and when was your organisation established? (450 characters)

1.24 Are you a registered charity?

- If 'Yes', you will be asked to enter your charity number?

1.25 If any, please state the organisations who are a partner to this application, and how they are involved (200 characters)

2. Project Details and Aims

a. Project Details

2.1 Project title

2.2 Project site address

2.3 County

2.4 Postcode

2.5 Project Aims

What type of amenity will this project maintain, provide or improve?

2.6 Project description (1000 characters)

2.7 Which elements of your project are you asking us to fund? (1000 characters)

2.8 What do you hope to achieve by undertaking your project? (include how the project will make the environment more pleasant or comfortable and/or improve the aesthetic qualities of the area for the general public) (1,000 characters)

2.9 Who will benefit from this project, and how will they? (1000 characters)

- 2.10 Upload your project design plan (maximum of 2 designs)
- 2.11 *What considerations have been given to ensure the project design achieves your aims?* (500 characters)
- b. Timescale
- 2.10 Anticipated start date
- 2.11 Anticipated finish date
- c. Further Details
- 2.12 Does your organisation own the site?
- Yes
 - No
 - If 'No', you will be asked 'Who owns this site?' and to confirm that '... your organisation has written permission from the landowner to undertake this project' and '.... our organisation holds a lease for the site and can provide a copy if requested.'
- 2.13 What is the name of the organisation that will operate the project site when the project is completed?'
- 2.14 I confirm that on completion, the organisation above will hold public liability insurance for the project site

3. Permissions

- 3.1 Is planning permission required before the project can begin?
- No
 - Yes, not yet approved
 - Yes, approved
 - If 'Yes, not yet approved', you will be asked when you expect it to be approved
 - If 'Yes, approved', you will be asked to upload the planning permission
- 3.2 Is religious building consent required before the project can begin? (e.g. Church Faculty)
- No
 - Yes, not yet approved
 - Yes, approved
 - If 'Yes, not yet approved', you will be asked when you expect it to be approved
 - If 'Yes, approved', you will be asked to upload the permission
- 3.3 Is Environment Agency consent required before the project can begin?
- No
 - Yes, not yet approved
 - Yes, approved
 - If 'Yes, not yet approved', you will be asked when you expect it to be approved
 - If 'Yes, approved', you will be asked to upload the permission

3.4 Are further consents required before this project can begin?

- No
 - Yes, not yet approved
 - Yes, this has been secured
- If 'Yes, not yet approved', you will be asked to detail what is required and when you expect it to be secured.
 - If 'Yes, this has been secured', you will be asked to tell us more and upload the permission

4. Access Details

a. Booking and Availability

4.1 How many hours per week will the amenity be available for community use? (*you will be able to select one*)

- 0 – 15 hours
- 16 – 20 hours
- 21 – 56 hours
- 57 – 168 hours

4.2 How will users book the amenity? (1000 characters)

(consider the following: key holders [if appropriate] who will open the amenity, how and through whom will the amenity be booked, and charges, if any, to be made for the use of the amenity)

4.3 Will any groups or individuals be prevented from using the amenity? (500 characters)

b. Community Use

4.4 Groups that currently use the amenity (1000 characters)

4.5 Who will use the amenity on completion of the project? (*you will be able to select one*)

- Current groups
- Current and new/ returning users
- New returning users

4.6 How will you encourage new users including hard to reach groups? (1000 characters)

(e.g. People with disabilities, older people, ethnic minorities, and/or people not in education, employment or training)

4.7 Upload any evidence in support of the above

4.8 Where and how will the amenity be advertised? (1000 characters)

4.9 Name of local newspaper

4.10 Name of local commercial radio station

4.11 Confirmation of Access

I have consulted with the landowner and confirm the answers above will be a true reflection of the access arrangements for the amenity and it will be available for public use and booking for the foreseeable future.

- Yes
- No

5. Evidence of Need

5.1 Who first identified the need for the project? *(you will be able to select one)*

- Our organisation
- Current beneficiaries from our local community
- Potential beneficiaries from our local community
- The owner of the site
- Our local/regional council
- It was as a result of a consultation exercise with our local community

5.2 What was needed and why? (2000 characters)

5.3 Who else have you consulted and how did you do this? (2000 characters) *(include who you have consulted and how, the number of people consulted, and the number of responses e.g. Letterbox drop to 200 local residents with 80 responses, public meeting including current and potential user groups 65 attended with 15 leaving comments, thirty local schoolchildren provided designs)*

5.4 What were the outcomes of the consultation activities? (2000 characters) *(this should be a summary of the responses and feedback received, including details of what future users would like your project to provide)*

5.5 How does your project meet the identified need? (2000 characters) *(include whether you amended your project as a result of your consultation activities)*

5.6 Supporting documents *(to give your application the best chance of success please ensure you have answered the questions above to the best of your ability, and upload additional documentation to evidence statements made above (e.g. key letters of support received for the project following consultation activities)*

5.7 Photos of existing project site (maximum 5 photographs)

6. Project Benefits

a. Volunteering

6.1 How will the project involve volunteers? *(you will be able to select one)*

- We are unable to use volunteers in any aspect of our project
- We are an organisation run by volunteers and volunteers are involved in fundraising and delivering this project
- We are an organisation run by volunteers and volunteers are involved in fundraising, or delivering this project
- Volunteers are involved in fundraising and delivering this project
- Volunteers are involved in fundraising or delivering this project

- 6.2 What activities will the volunteers be involved in, and what will your organisation and the volunteers gain as a result? (1000 characters)
- 6.3 Number of volunteers expected to help in the delivery of this project
- 6.4 Number of youth volunteers (aged 16-25 years) working on this project
- 6.5 Number of youth volunteer days created by this project
- 6.6 Will there be an increase in volunteering opportunities as a result of this project? (e.g. On completion of this project more people will be able to volunteer by providing additional services for the community)

b. Environmental Benefits

- 6.7 Explain what you have done to ensure your project will benefit the environment? (1000 characters)

Detail what consideration (if any) you have given to the points below, if you sought expert advice, what the outcome was, and why this is beneficial.

- **Materials** (Are you using recycled or sustainably sourced materials? Are you able to repair and retain any key features?)
- **Design and Technology** (Will the project reduce energy consumption, and have you incorporated any design features to achieve this? Are 'green' technologies incorporated into the overall project?)
- **Design and Nature** (Have you considered how your project will impact local wildlife? Have you included landscaped features in your design? Are you creating any additional habitats to conserve biodiversity? How will you encourage the community to positively interact with nature?)

- 6.9 If you have a document supporting your explanation above (e.g. an energy audit) upload it here

7. Project Finance

a. Project Budget

- 7.1 Complete the table to provide; a summary of all the items and activities which make up this project, the total cost of each of these (including non-recoverable VAT and payable professional fees), and the funding requested from us (with the consideration of our criteria). You have a maximum of ten rows, we encourage you group similar works together e.g. electrical, plumbing and drainage works.

Item/Activity (Quantity/Units)	Funding Requested	Total Cost
Total <i>(This is automatically calculated for you)</i>		

b. Funding Requested

7.2 Is the Total Funding Requested from the Trust £40,000 or more?

- Yes
- No

If awarded a grant of £40,000 or more, you will be required to find an independent Contributing Third Party (CTP) to make a contribution of 10% of the grant amount to our Landfill Operator, enabling the release of the grant from the Trust.

The CTP contribution should not be considered as Funding From Other Sources for your project. This is an additional contribution which is required within four months of your grant being awarded. We will only ask you who your CTP is going to be if you are awarded a grant of £40,000 or more, and we will provide you with all the information you and your CTP require at that time.

7.3 Have you read the statement above, and understand that a 10% contribution is required to release grants of £40,000 or more?

- Yes
- No

Funding From Other Sources

7.4 Complete the table to show a breakdown of all funding you have secured, and hope to secure to complete your project (do not include your request to us)

Funding Organisation/Source	Amount	Status	Decision Date

7.5 How much funding have you secured so far towards this project?

7.6 Upload evidence of your secured funding below (e.g. grant award letter)

c. Value For Money

7.7 How are you ensuring that best quality and value for money will be achieved when undertaking this project? *(Describe the evaluation process you have or will complete to select your preferred contractor)* (500 characters)

7.8 Upload your document(s) which support the process described above (if available)

7.9 What is the average amount of income per year you expect to generate as a result of this project?

(This should ONLY be additional or new income as a direct result of undertaking this specific project. You may wish to consider the following points:

- *Estimated increase in user numbers following completion of the project*
- *The average amount each user will pay to visit/use the amenity*
- *Any other sources of income generated as a result of this project)*

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

- Yes, I confirm
- No

7.11 How will the amenity be maintained?

7.12 What is the projected lifespan of the amenity? (in years)

8. Declaration

Confirm you agree to each of the following declarations listed below

Any breach of these declarations could result in the recovery of any monies awarded. If you are unable to confirm any of the following points, select No I cannot confirm the above, and explain the reason.

- I confirm that the amenity will not be operated for profit.
- I confirm that any income earned by this project will either be reinvested in the running of the project or returned to the Environmental Body (EB) as LCF-derived funding.
- I confirm that any assets or proportion of assets purchased with LCF monies 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 from any project run by the EB.
- I confirm that there will be no unique benefit to any Landfill Operator who has made a contribution to the EB.
- I confirm this project registration is to cover 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 a contributing Landfill Operator.
- I can confirm that the project is not a term of an agreement, to which the Landfill Operator is a party, made under:
 - Section 106 of the Town and Country Planning Act 1990;
 - Section 75 of the Town and Country Planning (Scotland) Act 1997; or
 - Article 40 of the Planning (Northern Ireland) Order 1991.
- 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.

Organisation

Applicant confirmed by