Veolia Environmental Trust

Sample Application Form

The Questions we ask are in bold and underlined with additional guidance in the boxes before or underneath.

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 1/12

The Pre-Application Checklist

This page is a summary of some of the main criteria points to further remind applicants of certain eligibility criteria.

There are two types of applications we consider for grant funding; Community or Habitat and Biodiversity Schemes.

Please try to include within your application as much evidence which shows how your project will meet the following strategic objects.

- **Promotes community action and wellbeing**
- **Is inclusive and accessible to everyone and anyone to use**
- **Inspires the creation of a sustainable carbon neutral community space**
- **Protects and enhances biodiversity and natural habitats**

For additional advice on how to strengthen your application please see our guidance or speak to us before you apply.

The projects will be required to comply with our **Funding Criteria** and the guidelines set by our regulator ENTRUST (some of the key points are below):

- We can only accept applications from not-for-profit organisations established for 2 years or more. Please see our guidance to understand the Governing Documents you'll need to upload
- Your **organisation** must either own the project site, or hold a Lease with the landowner with at least seven years of the term remaining (a copy of this will need to be uploaded to the Project Site section of the form) or work in partnership with the landowner who is must be a Local Authority (a Partnership Application Consent Form will need to be completed by both parties)
- Please check the Post Code of the project site is within one of our eligible funding areas or alternatively meets our Habitat and Biodiversity funding criteria
- Ensure your total project cost is within the limits listed in our criteria (Community Grants must have a maximum project cost of £350,000, this includes the elements you are not asking us to fund)
- We can only fund physical improvements to an indoor or outside space, please refer to the Expenditure section of our Funding Criteria for details.
- Any Permissions (e.g. Planning, Listed Consent etc) are required to be secured and a copy of the approval uploaded to your application **prior** to submission
- Confirmation the Contributing Third Party (CTP) payment has already been secured will need to be uploaded

- Evidence of any secured funding for the project will need to be uploaded
- To help your application stand out, upload current photographs of the site and/or a video which explains the benefits the project will bring
- Please upload plans which show the current layout of the site and the proposed changes
- Physical works **must not** have already started, or start prior to any grant being awarded

We understand that applying for funding can sometimes be a challenge. If you have any questions about our eligibility criteria or need assistance with completing the application form, please do reach out to us. We're here to help! You can contact our team via email at UK.Trust@veolia.com or by phone at 0203 567 6820.

Organisation 2/12

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.***

Principle Address

Provide your organisation's main address, this should not be the Project Site unless they are the same.

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 (please note, this email address should be the same as the Project Owner who set up the User Account)
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 3/12

Project name
Please give your project a name. Feel free to be imaginative, however 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.

You are restricted to 1000 characters to please highlight what is being delivered rather than why.

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.

We ask for a minimum of 5 photos these will be presented to our Trustees to show the need for this project

Make sure the photos are specifically related to the project.

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.

Please tell us why this project is needed and who will benefit as a result. You will be asked to expand on this later.

Upload a site plan/ floor plan which shows the current layout of the project site

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

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.

Upload a design plan to show the proposed improvement(s)

e.g. sketch/drawing, proposed floorplan, annotated site/floor plan, architect's design

Show us what will change from the current layout
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 work 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 4/12

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:
Please upload evidence that your organisation owns the Project Site
You can obtain this information for a small charge *here*

If no:
What is the name of the organisation who owns this site?

Does your organisation hold a formal lease with the Landowner?

- ❑ Yes
- ❑ No

If yes:

When does the lease term expire?

We will check this against the uploaded evidence.

Please upload a copy of the Lease between the applicant organisation and the Landowner

The Lease will need to confirm that your organisation controls access to the site for at least the next 7 (seven) years

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.

If No:

Is the Landowner the Local Authority?

By Local Authority we mean: County, Borough, City, Town or Parish Council

- ❑ Yes
- ❑ No

If yes:

Please upload the Partnership Application Consent Form, completed by both your organisation and the Local Authority.

Please access the Partnership Application Consent Form here

If you have any questions, please get in touch with us prior to submitting your application form.

Please upload a copy of the Lease between the applicant organisation and the Landowner

The Lease will need to confirm that your organisation controls access to the site for at least the next 7 (seven) years

If No:

As your organisation does not own or lease the project site, and your project will not take place on a site owned by the Local Authority, we cannot consider your application for funding.

Please check our criteria or contact us if you have questions.

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

Please upload a copy of the valid insurance certificate(s) for the site.

We require Public Liability insurance certificate, and where applicable, Employers Liability and Buildings Insurance

If insurance is held by an organisation other than your own please explain why

Public Access 5/12

Public Access

Community projects supported by the Landfill Communities Fund (LCF) need to demonstrate that they will create community facilities accessible to all members of the public.

Please provide detailed responses to the following questions to illustrate how your project aligns with the LCF's accessibility criteria. This information will be shared with our regulator, ENTRUST.

Opening Times

Please state the hours each day the site can be booked and or used (e.g. Monday 09:00 - 22:00)

Please list the names of groups or activities that currently book the site

Please also confirm any potential user groups who have expressed an interest in booking the site (250 Characters)

Does your organisation have a membership requirement?

- ❑ Yes
- ❑ No

If yes:

Can anyone become a member?

If No:
Please explain why membership is restricted
(200 characters)

What is the cost of membership?
Please explain all membership options and costs

Once this project is complete, how much will it cost to use or book the project site?
e.g. room hire charges, sports court booking fees, entrance fees etc

Please tell us how you plan to encourage new users to the project site and who these users will be

Please list all relevant pages including Website, Facebook, X (Twitter), Instagram etc where the project site is advertised online

Please provide the direct links.

If your project is awarded funding we will follow your social media channels to keep in touch with how your project is progressing and how the site will be used in the future

Once this project is complete, how will the general public access, use or book the project site?

e.g. telephone, email, website, social media etc

Please estimate the distance regular, current and/or future users of the project site will travel from (Miles)

Is there anything else you want to tell us regarding public access to the site?

Permissions 6/12

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

If you are awarded a provisional grant by our Trustees and it comes to light that permissions are required after, your award may be withdrawn so please ensure you check with the relevant authorities whether any permissions are required.

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 the secured permission.

Are other consents required before this project can begin?

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

Environmental Benefit 7/12

Carbon Emissions

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

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.

e.g. Energy Performance Certificate, Solar Feasibility Report, Energy Efficiency Report, Any research that your organisation has taken etc

How will your project positively impact biodiversity in the area?

e.g. maintain existing habitats, encourage new species to the project site, create a wildflower meadow, tree planting etc

If this is not possible for this project, please explain why

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 8/12

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.
If you have not been able to consult the community, please explain why

It is important that you have support from your local community. Our Trustees want to see the end users and beneficiaries of the project are supportive of the proposal and ultimately will use the improvements

Upload evidence that shows your community supports this project
e.g. the results of community consultation activities/questionnaires/online-surveys, social media comments, petitions, and emails or letters of support from existing or new user groups etc

Please upload consultation results. As well as the questions and answers it is important to tell us who has completed this so we can see that your diverse community supports the project. We do not need names or contact details of who has completed any consultation/survey, but consider recording ages, gender, ethnicity, religion etc.

If you have not consulted with the community, do you have letters of support from users?

You can also upload a video of users explaining why this project is important to them. This will be shared with our Trustees and helps bring the project to life.

Please estimate the current number of visits to your project site per month?

Please tell us, approximately, how many individual users access your project site

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

Please give examples (e.g unisex baby changing facilities, creating a safe and welcoming entrance, installation of accessible play equipment etc) and how this will enable and/or encourage use of the project site by all members of the general public. You may want to consider what is currently preventing people from different cultures, religions, ages, genders, backgrounds and disabilities from using the project site, and what will be done to encourage these groups to use the site on project completion.

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

Volunteering

How many short term volunteers (1hr to 6 months) does your organisation have at the moment?

How many long term volunteers (6 months plus) does your organisation have at the moment?

How will volunteers be involved in this project?

Besides any work being completed by professional contractors, we'd love to hear how volunteers are going to contribute towards the success of this project. If it's not possible for people to volunteer please explain why.

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?

How many volunteering opportunities do you expect to use to deliver this project? (Please approximate if not yet known)

How will this project increase volunteering opportunities in the future? Please give specific examples

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

Will your organisation be reclaiming VAT?

- ❑ Yes, we will be reclaiming VAT
- ❑ No

If yes:
Please DO NOT include VAT costs within the funding request amount if you are reclaiming this. The minimum and maximum grant award limit will still apply.
If No:
If your organisation will need to pay VAT, please include this within the funding request amount. The minimum and maximum grant award limit will still apply.

Project Costs

Complete the table below:

- *Please refer to the relevant Criteria for the minimum and maximum Grant Amount and Total Project Cost that we will consider*
- *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*

Please ensure you check our criteria to ensure that you are not asking for too little or exceeding the maximum grant or project cost values.

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

You will be asked to choose how you calculated the costs and will need to upload evidence as to support this.

For example a written quotation from a contractor, a breakdown from an architect or Quantity Survey or a breakdown of costs from an expert within your organisation.

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.

Please refer to our guidance: What you need to know about: The Competitive Tender Process

- ❑ Yes, I confirm
- ❑ No

Secured Funding

If you are requesting 100% funding from us towards the project cost, you do not need to complete this section.

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

If you have not secured all funding at this stage, please upload a letter explaining when this is likely to be.

If your project is awarded a provisional grant by our Trustees, it will be a condition that all funding must be secured prior to us formalising their offer.

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 CTP Amount (£) 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 secured and agreed to make the CTP Payment

Contributing Third Party Name	**Amount Secured (£)**	**Confirmation Document**

Income

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

If you will not generate additional income, please put 0

I confirm all income generated will be ring-fenced for the ongoing running and maintenance of the project elements listed above.

- ❑ Yes, I confirm
- ❑ No

If No:

Please detail how the income generated will be spent

Declaration 10/11

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.

In order to safeguard the Landfill Communities Fund we conduct a range of checks on the people and organisations applying to us, as well as the information provided as part of grant applications or subsequent processes. The results of these checks are used to inform an ongoing risk assessment. If, at any point or for any reason, the Trust determines that an individual, organisation, or project presents an unacceptable risk, we reserve the right to reject an application or withdraw a conditional grant offer without notice. In order to preserve the integrity of our processes and internal measures, we are unable to offer any further feedback or explanation under these circumstances.

Should you wish to withdraw consent from any of the following statements at any time, please use the messaging function available to you following validation of this form.

- ☐ **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 take place on a single site.**

- ☐ **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 that any project photos or videos uploaded can be used via the Trusts Social Media, Website and Internal Communication channels during all stages of the project as detailed in the document below.**

The Veolia Environmental Trust Image Release Consent

- ☐ **If successfully awarded a grant I consent to my contact details along with details about this project being shared with Veolia ES (UK) for publicity purposes.**

Confirmed by:

Name:

Organisation:

Diversity, Equity And Inclusion 11/12

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 LQBTQIA+ 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 12/12

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

Sections where information is missing will be highlighted as 'This field is required' .

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

Once you have reviewed the application and completed the relevant information, you must click "Validate and send" before the application deadline in order for your application to be considered.

Any incomplete applications will not be reviewed or considered for funding by our Trustees.

If you do not submit your application prior to the published deadline, the form will be deleted in line with our Data Privacy process.