

**Expression of Interest Form**

Please read the Guidance Notes below before completing and submitting the Expression of Interest Form.

Guidance Notes

The Fund is often oversubscribed and to ensure that applications are submitted fully developed and able to start within a reasonable timescale following a funding decision being made, a simple expression of interest form is required to be completed before a full application is made to the Fund.

The expression of interest form can be submitted at any time, but **must** be received by 5pm on the deadline date specified on the LEF website to be considered for each round of funding. Please note, if you have already received a grant from LEF, we ask that you wait at least 12 months from the previous project completion date before applying for another project at the same location.

The Fund will assess your proposal and:

* Invite you to make a full application by the next application deadline date or
* Request that you resubmit at a later date.
* May reject your expression of interest with feedback given.

Please note that an invitation to make a full application to the Fund does not guarantee approval of a grant.

If you are invited to make a full application, you will be given at least four weeks before the next application deadline to allow you sufficient time to complete the form. **The application form will be sent electronically by email. Please ensure you include an email address on the expression of interest form.**

All projects must be able to start within 6 months any formal grant offer. If this is unlikely to be possible, please delay any submission to the Fund.

**If you are considering applying for a grant –**

Please note that we will only support up to 80% of a project costs up to the maximum of £40,000 for the Main Grant and 75% of the cost of Small Grant up to £20,000. Include any VAT as appropriate.

To make an application to the Fund you should have secured at least 10% of the balance of funding you are applying for. Example: Overall cost £50,000; £20,000 LEF, therefore you should have secured at least £3,000 when you make your application.

The Fund will only consider historic buildings and places of worship related proposals which fulfill public amenity objectives, ie where a significant improvement in the extent and the quality of open community use will result. Any proposal must demonstrate that additional benefit will be created. **The cost of maintenance works will not be considered.**

Applications to improve natural habitats or species biodiversity must clearly demonstrate that reasonable public access will be available at the proposed site. **Applications that proposed no public access will not be considered.**

Lancashire Environmental Fund can only distribute Landfill Communities Fund grants within the geographical area of Lancashire, under the authority of Lancashire County Council. Projects located within the unitary authorities of Blackpool or Blackburn with Darwen are not eligible to apply to LEF.

The Fund will take on the Environmental Body role for all supported projects unless the applicant is already registered as an Environmental Body.

**IMPORTANT NOTE** - Contributing Third Party Payment

The Fund requires some projects to provide a third party contribution for the Landfill Communities Fund (LCF) grant you are applying for. This is a unique feature of the LCF scheme.

Under the Landfill Communities Fund scheme rules, our Landfill Operator donor can contribute some of the landfill tax it collects to LEF, and reclaim most (but not all) as a tax credit. The scheme regulator, Entrust, requires a fee and each successful application also incurs other minor costs.

To make up the shortfall, LEF requires that 10% of the money provided as a grant is recovered from third parties. We call this element the Contributing Third Party (CTP) payment.

Under the rules, Landfill Communities Fund money cannot be used to provide the CTP so it must be raised from other sources. The CTP is paid to the Landfill Operator and not LEF but please note neither Landfill operator or LEF will benefit financially.

In simple terms, £11 of Third Party Funding will release £100 of Landfill Funding for your project.

**The CTP payment is only required in respect of the grant you are applying to LEF for.**

**Example calculation**:

LEF funding committed towards project £30,000

Cost of the CTP payment, Entrust Levy

and administering the grant, £3000

Total cost of grant £33,000

10% of gross grant payable to landfill operator £3,300

**If you are invited to make a full application, you will need to identify your Contributing Third Party funder. The CTP amount should not be included in your project budget.**

The expression of interest form should be submitted to:

By post: Lancashire Environmental Fund, The Barn, Berkeley Drive, Bamber Bridge, Lancashire PR5 6BY

By email to: general@lancsenvfund.org.uk

|  |
| --- |
| LANCASHIRE ENVIRONMENTAL FUNDExpression of Interest Form |
| Contact Name: |       |
| Tel No: |       |
| Email address: |       |
| Postal Address: |       |
| Are you applying for: | Main Grant | [ ]  |
|  | Small Grant | [ ]  |
| Project Title: |       |
| Project Location: |       |
| Post Code nearest to project location |       |
| Name of organisation: |       |
| Project description (no more than 50 words): |       |
| Brief description demonstrating evidence of need for the project (no more than 100 words): |       |
| Provisional start date for project: |       |
| Estimated total cost of project: | £ |
| Funding secured: | £      |
| Funding unsecured: | £      |
| Amount sought from LEF: | £      |
| List any unsecured funding bids and anticipated approval dates: | Funder | Amount (£) | Approval date |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
| Project category (tick most appropriate for your proposal): | [ ] Public Park [ ]  Activity Centre [ ]  Village Hall[ ] Village green [ ]  Natural biodiversity [ ]  Public Play area[ ]  Sports field [ ]  Public footpath [ ]  Bridleway[ ]  Nature reserve [ ]  Museum [ ] Community Centre[ ] Cycle path [ ]  County Park [ ]  Community garden[ ]  Place of Worship/historic Building(see guidance note)Other *(please specify)*      |
| If requested would your organisation provide the Third Party Contribution? | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| If yes, who would be the third party funder? |       |
| Is your organisation Registered with Entrust as an Environmental Body? | Yes [ ] No [ ]  |

The expression of interest form should be submitted to:

By post: Lancashire Environmental Fund, The Barn, Berkeley Drive, Bamber Bridge, Lancashire PR5 6BY

By email to: general@lancsenvfund.org.uk