

Main Grant

Community Buildings Projects

Guidance Notes for Applicants

These guidance notes have been produced to help you complete the application form in detail to enable the Fund to assess your proposal for funding.

Please complete all sections and questions and sign the form otherwise your application will be returned. The text boxes will expand as you type.

Who can apply for a Main Grant?

Any not-for-profit organisation, charity, trust, community group, voluntary organisation The Fund will take on the Environmental Body for your organisation unless you are already enrolled with Entrust (the Landfill Communities Fund regulator).

What can I apply for?

Types of community buildings projects the Fund has supported in the past:

* Improved kitchen facilities
* Energy efficiency – including replacing heating systems, double glazing, improved insulation.
* General improvements
* Microrenewable energy schemes for community and village halls
* Improved toilet facilities - but only as a part of a wider improvement scheme
* External landscaping
* Community facility within a church

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 of the quality of open community use will result. Any proposal must demonstrate that additional benefit will be created. **The cost of maintenance works cannot considered.**

Projects ineligible for funding:

You **cannot** apply to the Main Grant for the following:

• Core costs of an organisation

* Projects that request 100% wholly revenue cost

• Retrospective funding – work that has already been undertaken before any

funding is awarded

• Projects that do not meet the funding criteria

• Residential areas within buildings and any other parts of buildings that are not

open to the public (such as offices)

• Car parks

* Sports changing rooms or sports related projects

• Projects located in libraries

* Offices of charities, Citizens advice bureaus, offices of statutory service providers and any other charity building where primary purpose is other than the provision of community facilities.

If you have any concerns whether your project meets the requirements of the landfill communities fund please contact **Entrust** on 01926 488 300 or email **helpline@entrust.org.uk**.

## Other Criteria for Funding

* be within 10 miles of a licensed landfill site
* have full public access *(Entrust minimum requirements are 4 evenings or 2 days every week, 104 days a year)*
* have long term management arrangements where relevant
* be completed within 2 years
* project must located within the Lancashire County Boundary ***but excluding Blackpool and Blackburn with Darwen unitary authorities.***

## How do I apply?

Applications **must be submitted as hard copy. Please note email copy will not be accepted.** Applications **must be received by 5pm on the day of the deadline.**

## How much can I apply for?

You can apply for up to £30,000 funding. However, the overall cost of your project should not exceed more than £300,000. The Fund will not accept an application for a grant that is more that 80% of the total cost of your project, up to the maximum grant of £30,000. For community buildings schemes where renewable energy systems are proposed the Fund will only support 50% of the renewable energy systems up to the maximum grant of £30,000. This only applies to Renewable Energy systems where the applicant is able to claim renewable energy credits from Feed in Tariff and renewable heat incentive etc.

Items that will lead to greater energy efficiency for a building such as insulation, double glazing etc are allowable and would be eligible for up to 80% of the cost of your project, up to the maximum grant of £30,000.

**Other Funding?**

The Fund has limited resources available and is not able to support requests for 100% grants. The Fund cannot accept an application for a grant that is more than 80% of the total cost of your project, up to the maximum of £30,000. **We also expect that at least 10% of the outstanding balance of funding to have been secured when you make the application to the Fund.** For example if you are applying for a £30,000 grant and the overall project cost is £100,000 you should be able to show that £7,000 has already been secured before making an application. In exceptional cases the Fund may consider receipt of applications where no other funding has been secured. However, you **must** first discuss your proposed project with the Fund Manager before submission.

Where another funding source is sought from a Lottery or other funding Programme that has a two stage application process, we will **not** accept an application unless you can demonstrate that your application has reached stage two of that process.

Evidence to show that you have secured other funding should be submitted with your application.

**Assessment Critieria**

LEF will consider applications on their merits and within the funding available for each round. Sometimes it is not possible to fund all the projects it receives or the amount requested.

The assessment of your project will be based on the information you provide on the application form so you should ensure that the questions are answered as fully as possible:

Projects will be assessed based on the following criteria:

* Should benefit a wide range of users of all ages and abilities;
* Should improve community life for a significant number of people and if at all possible for more than one sector of the community;
* Community buildings projects should make significant improvements to a facility, which will enhance existing activity or enable new ones;
* Clear evidence of need for the project should be demonstrated;
* Reference to the Index of Multiple Deprivation;
* Demonstrate support from local community and other organisations;
* Other funding sources have been secured or applied for;
* Demonstrate sustainability and longevity of the project beyond the funded period;
* There will be a lasting legacy;
* Value for money;
* Where appropriate demonstrate additional value the project may bring ie;
* volunteering
* minimising environmental impact
* use of recycled materials
* environmental by design

The Fund appreciates that not all the assessment criteria will be relevant to your project; however you must be able to demonstrate specific and measurable benefits.

## How do I complete the form?

**Please provide as much detail as you can for each section. The text boxes will expand as you type.** Enclose any relevant documents where requested and supporting documents eg maps, plans, photos, quotes etc

Please clearly mark each document with the section to which it relates. **Failure to attach the necessary documents will delay assessment of your application or your application may be returned**. Please remember that LEF deal with multiple applications not just yours.

**Section 1**: **Your Contact details and** **Basic Information**

These questions tell us about your organisation. Please enclose the relevant information with your application.

The contact name(s) you provide should be the main contact for the project who can be contacted to discuss the proposal in detail. It does not necessarily need to be the person who signs the application form.

**Section 2**: **About your project**

Please provide a suitable title that best describes your project. This is the name that will be used in correspondence with the Fund.

The address of the project must be the location where the project is actually taking place. Please enter the main postcode that refers to the project location. If your project is situated on land which has no postcode please provide the postcode of the nearest building or street. A six figure Ordnance Survey grid reference should also be provided for your project location. Use [www.gridreferencefinder.com](http://www.gridreferencefinder.com) if you are unsure.

Please tick only **one** of the descriptions that best fits your project.

Your project location must be within 10 miles of a licensed landfill site. If you do not know the location of your nearest landfill site. At the end of the application form at Appendix A is a list of some of the landfill sites in Lancashire[.](http://www.entrust.org.uk)

In order to assess your application we require a description of your project in no more than 300 words. The description should detail the main activities you will need to carry out to deliver your project and include clear aims and the objectives of your project. When applying for a community buildings project you should explain how your project will benefit the wider community. It is useful to provide supplementary information on current and proposed uses of your facility and to provide numbers attending events and activities for the previous 12 months.

It is important for the Fund to know how you have identified the need for the project. This could have been through a community consultation, local/national government strategy, local actions plans etc.

Please indicate the proposed start and finish date for your project. Please remember you may have to wait 10-12 weeks for a funding decision. Please consider this when planning your project. **The Fund will not support projects that started or start before an application has been determined. The Fund will not consider supporting projects that are requesting retrospective funding.**

It is important that projects we fund are maintained to a high standard once completed. You need to tell us how you intend to meet maintenance requirements to ensure long-term viability of your project.

We expect projects to commence within 6 months of the Fund issuing a grant offer letter and the projects to be completed within 12 months of commencement.

**Land Ownership**

Please tell us who owns the land on which the project will take place.

If the land is leased or managed under an agreement please supply names and details of all parties involved including length and expiry date of current arrangements. Please attach a copy of any agreements.

The Fund would normally require long-term ownership agreements with the minimum being 10 years. Public access to the project site beyond any lease or agreement period should be clearly stated.

Please attach a copy of any planning consent if relevant. Your project may be assessed and a decision made on funding before planning consent is secured. Please be aware that any approval would be conditional on securing consent.

Please tell us what arrangements you have put in hand to allow public access to the project site. If you are applying for funding for a Community facility you need to include a lettings statement including times when the facility will be available for hire and how the facility is advertised. You must be able to demonstrate that your project/facility location is open at least 2 full days or 4 evenings a week or have 12 weeks of full public access a year.

**Section 3: Statistical Information**

The Fund is required to collect information on behalf of the scheme regulator, Entrust, to enable them to report to National Government on the success of the Landfill Communities Fund. Please complete realistic estimates for the indicators that are relevant to your project.

**Section 4:** **Funding details**

This is the **total cost** of your project. Please indicate the amount excluding VAT.

If VAT is included in your project cost please insert the amount. If you can recover VAT please let us know on what basis.

Please list clearly the other sources of funding for your project. Please show whether these are secured or unsecured and the date you expect a decision on funding. The Fund will check that these, when added to the funding requested, will cover the cost of your project.

On the budget summary sheet please show the cost of your project. This should be based on quotations you have obtained. If you are successful in receiving funding, this information will be used to check against your statements of actual expenditure. You can provide you own budget sheets but it must be summarised on our application forms.

The Fund will assess whether your project offers value for money. This can be demonstrated for instance by using local suppliers and contractors and obtaining a minimum of 3 quotes for large items of expenditure. If you do not intend to seek alternative quotes please tell us why your chosen contractor offers best value for money.

Please indicate when you would expect to start drawing down your funding by providing this information on the proposed project delivery plan.

Where staff costs are included in the cost of delivering the project the following must be included;

* Job description
* Breakdown of the cost of the staff time including on costs. The on costs can include an element such as training, travel, protective clothing, proportion of direct line management costs, proportion of off site administration costs, etc
* Staff costs should be presented and calculated on a daily rate basis

The Fund wants to ensure that any grant is used for the physical delivery of the project and will query any unacceptable or unjustified project management costs. Entrust guidelines require that at least 90% of the cost of a project should be in delivery of physical works on the ground and the Fund will assess your proposal on this basis.

**Please note that grants are given by the Fund on a proportional contribution basis. For example if your project overall value is £50,000 and you are granted £25,000 you will receive a 50% contribution up to the maximum awarded amount. If your project costs less than the amount you budgeted for you would receive the grant in proportion to the overall cost ie in the above case if the total cost is £46,000 (not £50,000) LEF would pay £23,000 not £25,000. LEF cannot meet any shortfall if your project exceeds the budgeted amount.**

‘In Kind’ Funding – The Fund does not take into account any in kind volunteer effort or value of given materials as part of the funding mix. However, we would like to know the value of these items as it helps us assess the overall value of the project.

**PLEASE READ THIS NEXT SECTION OF THE GUIDANCE NOTES CAREFULLY**

**Due to a change in the way LEF is funded we will now be asking applicants to provide what is known as a Contributing Third Party (CTP) payment. This is unique to our particular funding stream. An explanation is given below.**

**To be fair and equitable LEF is asking all applicants to provide details of the CTP at application stage.** **For some projects LEF may waive the requirement to provide the Contributing Third Party (CTP) payment, as this may be provided by Lancashire County Council (LCC). A decision to waive the CTP will be taken by the Fund’s Trustees when approving support for projects depending on CTP availability from LCC.**

**Contributing Third Party payment (CTP)**

Before LEF can release funding to a supported project we need to receive a payment called the Contributing Third Party payment (CTP). This payment is unique to the Landfill Communities Fund.

Please note a Contributing Third Party (CTP) is different from match or other funding for your project. An explanation of what a CTP is and how to calculate the CTP for your project is given below.

All applicants will be required to complete the CTP details on the application form. Failure to do so will mean that your application will not be validated.

**Why?**

Under the Landfill Communities Fund scheme rules, SITA UK (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 this money provided as part of the 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 SITA UK and not LEF but please note neither SITA UK 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.

**Who can be a Third Party Funder?**

The key consideration regarding Third Party Funding is the term ‘Unique Benefit’. Simply, a contributing third party cannot gain any unique benefit from the project put forward for funding. Examples of organisations which can be contributing third parties are:

* Private Companies
* Public sector organisations- Local Authorities, County Councils
* Charities
* Voluntary organisations
* Private Donors
* A person who shares the benefits with others. For example, a person who uses with others a village hall or other community facility.

**Example calculation**:

LEF funding committed towards project £30,000

Cost to LEF of administering the grant,

including ENTRUST levy 3000

Total cost of grant £ 33,000

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

This transaction must not be included in the project’s funding calculations. In simple terms, £11 of CTP will release £100 of landfill tax money for the project.

To work out the amount of CTP funding you need to find multiply the application amount by 1.1 and your third party funding will be 10% of this figure.

ENTRUST also require the name of the contributing third party to be recorded at the time LEF register your project.

**When will the Contributing Third Party payment be due?**

If you are successful in securing a grant and the Fund requires you to provide the TPC this will be included in a letter of confirmation.

This will include a request for you to confirm the third party details. The request for payment of the Third Party Funding donation will be sent to your contributing third party and payment is required within 30 days of the request to secure the grant offer.

**Who cannot be a contributing third party?**

As detailed previously, organisations / individuals gaining a unique benefit from a project cannot be a contributing third party. Specific examples are:

* Any individual or organisation, which is directly connected with the landfill operator, LCC, LEF and a contractor of the project
* An Environmental Body

The CTP transaction, while facilitated by LEF, is a transaction outwith the project and its associated costs. The payment is made directly from the contributing third party to the Landfill Operator, but please note neither SITA UK or LEF will benefit financially

**Section 5:** **Check List**

Please complete the checklist of supporting information. Clearly indicate the section/question of the application form that the information relates to.

**Section 6: Declaration**

The form must be signed by someone in your organisation who has the authority to do so. It does not necessarily need to be the person(s) on the contact list.

## What Happens Next?

Your application will be acknowledged and we will let you know the date of the Fund Board meeting when a funding decision will be made.

We may contact you if we have any queries regarding your application and may request a site visit by one of the officers of the Fund.

Applicants will be sent a letter confirming the outcome of the Board meeting. Please do not contact the Fund directly.

Successful applicants will be sent a funding offer letter detailing the terms and conditions of the awarded funding. This letter will only be sent on confirmation project registration from Entrust.

If you require further information or guidance please contact:

The Fund Manager

Lancashire Environmental Fund

E mail: general@lancsenvfund.org.uk

The Barn, Berkeley Drive

Bamber Bridge

Preston PR5 6BY

Telephone: 01772 317247

Deadline dates for applications can be found on our web site at [www.lancsenvfund.org.uk](http://www.lancsenvfund.org.uk)

The Lancashire Environmental Fund is a partnership of Lancashire County Council, SITA UK Ltd, the Wildlife Trust for Lancashire, Manchester and North Merseyside and Community Futures.

Funding comes from contributions by landfill tax operators, SITA UK Ltd and Neales Waste Management Ltd, who are able to obtain tax credits through the Landfill Communities Fund (LCF) for the money they allocate to environmental bodies. The Fund also receives a contribution from Lancashire County Council.