

Small Grants

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.

Who can apply for a Small Grant?

Any not-for-profit organisation, charity, trust, community group, voluntary organisation Your organisation does not necessarily need to be registered as an Environmental Body (EB) with Entrust (the Landfill Communities Fund regulator) as the Fund will take on the EB role for your organisation. If you are registered as an Environmental Body the Fund will expect you to take on this role.

What can I apply for?

Applications are welcome for the following Landfill Communities Fund objectives:

|  |  |
| --- | --- |
| **object D** | Providing, improving and maintaining public amenities and parks and community buildings, within 10miles of a landfill site, when the work benefits the natural social or built environment\* |

***\**** *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 will not be considered.***

Types of projects the Fund has supported in the past:

Children’s Play Areas

Multi Use Games Areas

Community Gardens and community open space

Ponds

Nature Reserves

Community and Village Halls

Bridleway and footpath improvements

Cycle Paths

Microrenewable energy schemes for community and village halls up to 50% of the cost

Projects ineligible for funding:

You **cannot** apply to the Small Grants programme 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

• Projects in or on schools grounds

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

open to the public (such as offices)

• Car parks and public conveniences

* Community Arts and /or sculptures
* Any works on public highways, roads, pavements by highways. This does not include recreational footpaths, bridleways or cyclepaths.
* Sports grounds, sports changing rooms or sports related projects

• Projects on allotments or food growing projects (because they benefit individuals)

* 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.
* Village or town centre enhancement schemes such as walkways, street works or signage.

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.

## Your project must:

* 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 able to start within 6 months of formal funding offer and then completed within 12 months
* project must be 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?

Small Grants

You can apply for a grant of between £3,000 - £15,000 from the Small Grants programme with the Lancashire Environmental Fund. However, the overall cost of your project should not exceed more than £30,000. The Fund will not accept an application for a grant that is more than 75% of the total cost of your project, up to the maximum of £15,000.

**Other Funding?**

The Fund has limited resources available and is not able to support requests for 100% grants. The Fund will not accept an application for a grant that is more than 75% of the total cost of your project, up to the maximum of £15,000. We also expect that 50% of the balance of funding to have been secured when you make the application to the Fund. For example, if you are applying for a £10,000 grant and the overall project cost is £20,000 you should be able to show that £5,000 has already been secured before making an application.

Where another funding source is sought from a Lottery 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.

**Assessment Critieria**

LEF will consider compliant 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;
* Reference to the Index of Multiple Deprivation;
* For open spaces and natural environment projects you should demonstrate the benefit that scheme will bring to the local 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;
* 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 complete the form in as much detail as possible. The text boxes will expand as you type.** Enclose any relevant documents where requested and supporting documents eg maps, plans, photos 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**.

**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 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.

Your organisation does not need to be registered with Entrust as the Fund will take on the Environmental Body role for your project. If you are registered as an Environmental Body please enter your details as the Fund **expects you** to take on the EB role.

**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 location must be where the project is actually taking place. Please enter the main postcode that refers to the location of the project. If your project is situated on land which has no postcode please provide the postcode of the nearest building.

A six figure Ordnance Survey grid reference should also be provided for your project location. A location plan should also be provided. If you have difficulty finding a grid reference we recommend using [www.gridreferencefinder.com](http://www.gridreferencefinder.com).

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. Your project location must be within 10 miles of a licensed landfill site. In Appendix A on the application form there is a list of appropriate landfill sites.

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. If you are applying for a community buildings project you should explain how your project will benefit the wider community. You should include details of current use and details of proposed additional use of the building.

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 start or have started before an application has been determined. The Fund will not consider supporting projects that are requesting retrospective funding.**

Projects must be able to start within 6 months of a formal offer letter from the Fund and should be completed within a 12 month timescale.

It is important that projects we fund are maintained to a high standard once completed. In some cases eg village hall, play area or nature reserve projects you need to tell us how you intend to meet maintenance requirements to ensure long-term viability of your project.

**Promotion and Publicity**

Successful applicants are expected to promote their project to gain publicity for the project itself, the Fund, its contributors and the LCF. Please refer to the Fund’s support in any publicity produced and use the Fund’s logo where applicable.

**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. For a play area public, open space etc the most generous arrangements must be stated. 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.

**Project Delivery Plan**

This tells us what you will be doing and when. It should include project start and finish dates, specific activities related to the project, when you expect to claim the grant, project launch and celebration events, press releases. You should factor in time to allow the Fund to seek Entrust approval and generate a formal offer letter.

**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.

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.

Please note the Fund does not take the value of in-kind labour volunteer effort or the value of given materials into account as part of the funding mix. However, we would like to know the worth of these items as it helps the Fund assess the overall value of the project.

On the budget summary sheet please show the **total** cost of your project. This may be based on quotations or estimates you have obtained. If you are successful in receiving funding, this information will be used to check against your statements of actual expenditure.

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 note that grants are approved by the Fund on a proportional contribution basis. For example if your project overall value is £30,000 and you are granted £15,000 you will receive a 50% contribution up to the maximum awarded amount. If your project costs less than the budgeted amount you would receive grant in proportion to the overall cost ie in the above case if the total cost is £26,000 (not £30,000) LEF would pay £13,000 not £15,000. LEF will not meet any shortfall if your project exceeds the budgeted amount.**

**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 £15,000

Cost to LEF of administering the grant,

including ENTRUST levy 1500

Total cost of grant £ 16,500

10% of gross grant payable to landfill operator £ 1,650

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.

You must confirm that you meet all the requirements of the declaration section otherwise LEF cannot process your application.

## 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 within 7 days with the amount and specific conditions to be fulfilled before formal offer letter is sent out. Please do not telephone the Fund.

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 of Entrust project registration.

**Making further applications to the Fund?**

The Fund has no limit on the number of applications an organisation can submit. However, we would expect the applicant organisation to have completed any project previously supported by LEF before making a further application.

If you require further information or guidance please contact:

The Fund Manager

Telephone: 01772 317247

Lancashire Environmental Fund

The Barn, Berkeley Drive

Bamber Bridge

Preston PR5 6BY

Fax: 01772 628849

E mail: general@lancsenvfund.org.uk

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

The 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.