



Enovert Community Trust (formerly Cory Environmental Trust in Britain) is a grant-making organisation, known as an Environmental Body, which is funded by landfill tax credits through a scheme called the Landfill Communities Fund (LCF). It supports projects that are in the vicinity of landfill sites and that bring environmental benefits and a positive impact to the community, such as building or enhancing play areas or making community-run facilities more accessible. Enovert Community Trust is regulated by ENTRUST (www.entrust.org.uk, tel: **01926 488300**) and its EB registration number is 148702.

Are you eligible?

LCF funding can only be paid directly to a registered Environmental Body (EB) or a Distributive Environmental Body (DEB), such as Enovert Community Trust. To access funding from Enovert Community Trust, your organisation will need to either be registered as an EB with ENTRUST, or use Enovert Community Trust's DEB status to register your project and handle the regulatory process for you. Please note that if you are a local authority you cannot register as an EB, but you can make an application to Enovert Community Trust who will be able to register a project on your behalf. To be eligible for funding from the Trust, your organisation must comply with the following guidelines:

- Non-profit distributing. You don't need to be a charity, but any surplus you make must be used to further your organisation's objects. Surplus must not be used to pay dividends or other rewards.
- Available to the general public: Your facility must be available to the general public as much as possible, and no less than four evenings or two days a week, or for more than 104 days in any one year. See notes on page 13 for projects located on school sites.
- All permissions and consents required for your project must be in place before you submit your application, but your project must have not commenced as the Trust is not permitted to award funds retrospectively.
- Located within 10 miles of a landfill site operated by Enovert in Kingswinford, South Gloucestershire, Haydock or Sevenoaks or within the London Borough of Bexley.

In addition, your project must fit into one of the five LCF categories below:

- **Category A** - Opening up access for the public to an area of land that has been closed or partially closed up to now.
- **Category B** - Cleaning up land that has been polluted because of now ceased activity.
- **Category D** - Helping to improve, protect, provide and/or maintain land or a building as a public amenity.
- **Category DA** - Protecting the environment, and conserving or promoting biological diversity.
- **Category E** - Helping to preserve, maintain, restore and/or repair a religious building or one of historical or architectural interest.

If your project fits into one of the above categories you may be eligible for a grant from Enovert Community Trust. In order to make your application as effective as possible it is important to demonstrate how your project will benefit your community. The more information you can provide the better, so remember to include details such as who will be using the facility and how many people will benefit. For example, if you intend to build a new village hall, what will its catchment be and who will use it? If you can include letters of support, this helps to illustrate the need for it within your community.

If, after reading all the information on this form, you feel you are eligible, please take the next step and complete the application form below.

About your project

1) **Name of project**

2) **Brief description of project** (100 words max.).....

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3) **Duration of project** (please give the expected start date and realistic duration of your project)

You must be in a position to commence your project within six months of any grant award.

Start date

Completion date

4) **LCF category under which you are applying**.....

5) **Location of project – please provide full address and nearest post code**

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6) **Distance from nearest landfill site**

a) Which is the nearest Enovert landfill site to the project, and how many miles (as the crow flies) is it from there? (Please see list of sites on page 14). There are mapping tools on the internet that enable you to check the distance between two postcodes. Please note that to qualify for a grant your project must be within 10 miles of an Enovert landfill site, or be situated within the London Borough of Bexley.

Nearest Enovert landfill site.....

Distance

b) Please give details of any other operators' landfill sites within a 10-mile radius of the project

Landfill site

Distance

7) **Intended project partners**

Do you intend to work with any other organisations on this project? If so, please provide details:

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8) **Please provide a brief description of how your project will benefit your area and the local community**

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9) **Please provide further details of how the public will use the amenity, with particular reference to the following:**

- Access for the general public (on an hours-per-day basis, if appropriate)
- Any restrictions that are in place (e.g. membership requirements, booking process)
- If your organisation is a sports club, how many members do you have?
- How the amenity will be advertised (both on unveiling and once open), including details of any websites
- Details of your local newspaper and radio station

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10) If your project is a community building (including church), please list the user groups that make regular use of your facilities

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11) Will there be any volunteers helping in the delivery of this project? If so, how many will be youth volunteers (16-25 year olds)?

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12) Approvals and endorsements – please illustrate, if possible, that your local authority, or other body, has acknowledged a need for your proposed project

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13) Who owns the land or property on which the project is taking place?

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14) If the land of property is leased, how long is the lease and how long does it have left to run?
(Enovert Community Trust requires a minimum unexpired term of 5 years)

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15) Is there currently any designated use for the land?

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16) Have you obtained planning permission and/or any other consents required for the intended use? Please give details (please note that all permissions should have been received by the time you submit your application)

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17) If the application relates to a building, is it listed? If so, please give details of its listing status

18) Please outline any plans you have for maintenance of the project after completion

19) Details of your organisation

Name.....

Address

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..... Postcode.....

Website.....

Tel no..... Email.....

Charitable status and registration number (if applicable).....

ENTRUST status and project registration number (if an EB).....

Company registration number (if applicable).....

20) Who is the main contact for the project?

Name.....

Position in organisation.....

Address

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..... Postcode.....

Tel no..... Mobile.....

Email.....

21) Who will manage and administer the project (if different from the above)?

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22) To whom would the grant be payable? If this is different from the organisation name, please state why

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23) Type of organisation and date of establishment

Please delete “yes” or “no” as appropriate. If your organisation does not come under any of these headings, please give details under “Other”

Company limited by guarantee	YES / NO	Local authority	YES / NO
Company limited by shares	YES / NO	Trust	YES / NO
Unincorporated club/association	YES / NO	Registered Charity	YES / NO
Co-operative	YES / NO	Charitable incorporated organisation	YES / NO
Other (please specify).....			
Date organisation set up			

24) Documents to support your application

The Trust needs to know that your organisation is capable of carrying out the project for which you are seeking a grant. Please indicate which of the documents below are included in your application (there is more information on this in the Supporting Information Appendix). If some documents are not available to you, please include a note explaining why.

Constitution and/or memorandum and articles of association/trust deed	YES / NO
List of board members and/or management committee or trustees	YES / NO
Last two years’ audited accounts (if available)	YES / NO
Financial statement including budget, actual and projected figures for the current year	YES / NO
Budget in respect of the project (if applicable)	YES / NO
Three tenders or quotations of costs of work in connection with the project	YES / NO
Names, positions and relevant experience of person(s) who will manage the project	YES / NO
A statement that outlines the organisation’s aims and objectives	YES / NO
Description of project with intended outcome	YES / NO
Project plan and timetable	YES / NO
Photographs, site plan and location map, if appropriate (please mark boundaries in red)	YES / NO
Public liability insurance documents	YES / NO
Planning permission documents (where applicable)	YES / NO
Other documents you consider important (please list)	

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25) Amount of grant requested.....

26) Estimated total cost of project.....

27) Please give a breakdown of the capital/running costs of the project if appropriate

28) Please provide a cost breakdown indicating how the Enover Community Trust funds will be spent. This information is also required for ENTRUST registration

Amount	Project Element

29) Who will be your 3rd party independent contributor/s? (This is required to reimburse Enover 10% of the grant value before the project has commenced. Please see page 13 for more information)

30) What funds have you already secured towards the project?

Name of funding organisation/internal fundraising	Amount confirmed	Date confirmed

31) Are there any funding applications pending?

Name of funding organisation	Amount applied for	Date decision due

32) What other fundraising is taking place and how do you propose to meet any shortfall?

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33) If any profit is expected to be generated or income derived from the project, how do you propose to use it? (Please note that any income must either be reinvested in the running of the project or returned to the Environmental Body as LCF-derived income)

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34) How will you monitor and evaluate the success of your project?

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I declare that, to the best of my knowledge, the information given in this application and in the supporting documents is correct. I understand that the organisation will be required to sign a legal contract before any grant is awarded. I agree to consult with Enover Community Trust about publicising its involvement in supporting the project and, where appropriate, having its logo on site signs, leaflets and other materials.

Signature

Name (please print)

Position in organisation

Date

Final note – Please remember to enclose any other documentation that you feel may be beneficial to your application. When we receive your application we will scan it for the Trustees to view, so please send it in an appropriate folder or staple it – please do not spiral or permanently bind it. Applications can be sent in by post, electronically or a mix of both, depending on the nature of the documentation. For advice on this or any other matter concerning your application, please contact Angela Haymonds, Trust Secretary of Enover Community Trust on **01753 582513** or at **ahaymonds@enoverct.org**

We wish you luck with your application.

The following is supporting information to help you obtain some of the documents we require to process your application.

Constitution and/or Memorandum and Articles of Association. This is a legal document that tells us about your company's objectives and how you operate.

List of audited accounts. Your last two years' audited accounts or equivalent financial statements. You can obtain these from your accountant if you have one or your own financial records for this period.

Budget forecast for project, including cost breakdown of any assets to be funded by the grant. This should set out the costs associated with your project as part of your project plan.

Three tenders or quotations for work in connection with the project. Ask three suppliers for estimates of costs and please attach copies of these. If you have already selected a supplier please tell us why you have chosen them. If you have been unable to obtain three quotations, please provide evidence that you have attempted to.

Names, positions and relevant experience of person(s) who will manage the project. In this section a small CV of your allocated manager would be very useful. If you intend to manage the project yourself, outline your previous work history and demonstrate any specialist experience. If you are working on behalf of the manager, include their previous work history and experience.

Description of project with intended outcomes. This should show that the project has been well thought out, including why the project is needed. Please explain how the project fits the objectives of the Landfill Communities Fund.

- For **category D** projects, we will need to be sure that the project supplements local authority services, rather than fulfilling existing obligations, and also that continuity of enjoyment is assured.
- For **category DA** projects, we will need to be satisfied that the project complements national and local biodiversity action plans
- For **category E** projects, the architectural or historical interest should have been researched and explained in the application

Also please:

- Tell us about any consultations you have undertaken
- How you have considered energy efficiency
- Explain the environmental benefits the project brings to the local community
- Include any special arrangements made for people with disabilities and (if relevant) how equal opportunities are to be ensured
- Identify any possible problems that might occur, and suggest their likely solutions
- Explain your plans for reasonable public access (which may be restricted to certain classes of use, such as club members)
- Explain how you propose to publicise the grant

Project plan and timetable. Draft something simple about your project plan and estimated time of completion. There are many software packages available to assist you with this, but failing this just provide a list of dates and the potential of them being completed to timescale.

Photographs, site plan and location map if appropriate (please mark boundaries in red). Please include photographs, architects plans or your own sketches of the area for our information. As indicated previously, all boundaries should be marked in red.

Public Liability Insurance. Enovert Community Trust is required to hold a copy of this document on file.

Planning permission. Where required, please remember to attach planning permission documents and detailed drawings.

Any other documents you consider important.

NB: If there is insufficient space anywhere on the form for you to complete an answer, please feel free to use a separate sheet of paper with the question numbers referenced.

Other information

Projects located within School Grounds: Enovert Community Trust may consider projects located within schools or on school grounds, however such projects are subject to 'Proportional Registration' by ENTRUST, whereby landfill tax credits can only be used to fund a proportion of the project which is directly equivalent to the amount of general public access (i.e. if a sports hall is available to the public 20% of the total time available, Enovert Community Trust would be permitted to fund up to 20% of the total project costs).

Payment of grant: The Trust tries to be flexible in its response to particular situations. It may agree to staged payments. It does, however, only make grants from its current funds and cannot commit future income. It cannot pay grants retrospectively against expenditure that has already been incurred.

Follow-up: The Trust will follow-up payment of grants to ensure their proper application and may inspect the works during and/or at the completion of the project. An update on how the project is progressing and the condition of any assets funded by the grant will be requested annually for a term of which is determined by the size of the grant and on what it has been spent.

3rd Party Independent Contributors: Enovert (the landfill operator) does not receive 100% tax relief for the amount of credits given to Enovert Community Trust. For every £100 given, it receives a £90 tax credit, i.e. each contribution made by Enovert Community Trust costs Enovert 10% of the amount given. Enovert is able to recover this cost by requiring grant recipients to identify an independent 3rd Party to reimburse it the 10%. This 3rd Party* cannot use LCF monies to pay the amount, nor can it come from anyone who will derive a unique benefit from the project going ahead or from a contractor working on the project. The 3rd Party amount is invoiced by and passes directly to Enovert prior to the project commencing, to avoid any confusion with the LCF monies.

***NB: The 3rd Party payment can come from the project applicant, as long as it is not a registered EB and does not use LCF monies to pay the amount, and does not derive a unique benefit from the project.**

Enovert Landfill Sites

Highfields South Landfill Site (Walsall) – WS9 9AH

Himley Landfill Site (Kingswinford) – DY6 7JS

Shortwood Landfill Site (South Glos) – BS16 9NN

Bellhouse Landfill Site (Colchester) – CO3 0NN

Barling Landfill Site (Southend-on-Sea) – SS3 0NR

Greatness Landfill Site (Sevenoaks) – TN14 5BP

London Borough of Bexley – DA17 6JY

Lyme and Wood Landfill Site (Haydock) – WA11 0RN

Please send your completed form back to:

Enovert Community Trust

PO Box 3138

Slough SL3 9ZH

Tel: 01753 582513

Email: ahaymonds@enovertct.org

Web: www.enovertct.org



Enovert Community Trust Application Form for Funding