



Ibstock Enovert Trust (formerly the Ibstock Cory Environmental Trust) 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.

To qualify for funding, your project must be within ten miles of a landfill site operated by Enovert. A list of Enovert Landfill Sites is given on page 16. Occasionally outstanding projects may be considered outside of this geographical restriction. Please contact Trust Secretary, Angela Haymonds, to discuss whether your project is eligible. Before starting your application please consider whether your proposed project will be of benefit to the whole community, and check that your project qualifies under one of the LCF categories listed below.

Do your plans qualify?

These are the categories of projects that qualify:

- **Category A** - Will your scheme open up access for the public to an area of land that has been closed or partially closed up to now?
- **Category B** - Will your scheme help to clean up land that has been polluted because of an activity that has now ceased?
- **Category D** - Will your scheme help to improve, protect, provide and/or maintain land or a building as a public amenity? (this includes sporting facilities, community buildings, play areas, parks, footpaths – indeed, anywhere the general public may go for leisure or pleasure). See notes on page 16 for projects located on school sites.
- **Category DA** - Will your scheme protect the environment and conserve or promote biological diversity?
- **Category E** - Will your scheme help preserve, maintain, restore and/or repair a religious building or one of historical or architectural interest? Please note that in relation to the category of religious building, we would only look at projects where the building has already been listed.

If you can answer yes to any of the above then you may be able to receive a grant under the Landfill Communities Fund, please read on. If not, then you will not be able to receive a grant from Ibstock Enovert Trust (IET).

Further criteria

A wide range of organisations may register as Environmental Bodies (EBs) and receive Landfill Communities Fund (LCF) money. In addition, many organisations can benefit from LCF funding without enrolling as an EB if they choose instead to work with a Distributive Environmental Body (DEB) such as IET. Please note that, whichever route to funding you choose, you must comply with the requirements listed below.

You do not have to be a charity, but any surplus you make must be used to further your organisation's objects, and any income that is derived as a result of a project funded through the LCF must be used to fund activities or work that would be compliant under the LCF. Surpluses must not be used to pay dividends or other rewards to members.

Your organisation must not be controlled - directly or indirectly - by a landfill operator registered for landfill tax: guidance on this issue is available from ENTRUST, contactable on 01926 488300 or at www.entrust.org.uk.

Please think about all these matters before proceeding with the form. You may then decide that other forms of funding are more appropriate for your project.

It is most important that you demonstrate how your proposed scheme will benefit your community. Your application will be more effective if you can outline how many people will be using your facility. If you can, please illustrate a real need for it in your local area by including letters of support. The more information you can provide about your proposed project, the better. For example, if you intend to build a new village hall, what is its catchment area, who will use it and how many uses will the facility have? What alternative premises, if any, are there?

It is important that you are able to deliver your project in a timely fashion, as IET needs to distribute its LCF funding as efficiently and expediently as possible. Therefore you must have a firm commitment for at least 60% of your total funding requirement before submitting an application to IET, unless your overall project totals less than £20,000 and your grant request is for this amount or less. Contact the Trust Secretary to discuss IET's current maximum grant award. In addition you must be in a position to commence your project within six months of any grant award.

If you have considered all of the above and know you can provide the evidence as outlined, please continue and we will take you through to the next step.

The next step

If, after reading all our information, you feel you are eligible, please complete the application form below. If you cannot fit your answers in the spaces provided, please feel free to copy all the questions into a new document so as to accommodate your answers more easily.

If you need more space to complete the answer to any of the questions on this form, please attach a separate appendix sheet with the number(s) of the question(s) you are answering and reference the appendix in the space on the form. Please keep information succinct and relevant in order that the Trustees can process the application effectively.

1. Details of your organisation

Name:

Address:

Postcode:

Tel No:

Website:

Email:

Charitable status and registration number (if applicable):

ENTRUST status and project registration number (if applicable):

Company number (if applicable):

2. Who is acting on behalf of your organisation?

(If you are not your organisation’s representative please indicate who is)

Name:

Position:

Address:

Postcode:

Tel No:

Mobile No:

Email:

3. Title of your project?

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4. To whom would the grant be payable?

(If this is different from the organisation name, please state why)

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5. The Trust needs to know that your organisation is capable of carrying out the project for which you are seeking funding.

Please could you attach copies of the following documents, if available, that you feel will assist your application. If you feel that other documents would better describe the way you operate, then please include those as well.

Please delete "Yes" or "No" as appropriate to tell us which documents you have attached and list any other supporting documents you have attached at the end: (see page 12 regarding supporting information.) Please send no more than 16 attachments and try to avoid repetition within the documents.

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	YES / NO
Financial statement including budget, actual and projected figures for the current year	YES / NO
Budget in respect of the project	YES / NO
Three tenders or quotations of costs for 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 timescale	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)	YES / NO

List the documents you have included here:

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9. Where is the project located?

Please include full address and nearest postcode.

10. How many miles, as the crow flies, is the project from the nearest Enovert landfill site?

(There are mapping tools on the internet that enable you to check distances between postcodes)

11. Please provide further details of the amenity, including how the public will use it (not necessarily applicable to DA projects).

With your explanation, please highlight:

- Access for the general public (on an hours-per-day basis if appropriate)
- Restrictions in place (ie membership requirements, booking process)
- Number of members, if a sports organisation.
- How the amenity will be advertised (both on unveiling and once open) including any websites etc.
- Please provide details of your local newspaper and radio station

12. Approvals and endorsements - please illustrate that your local authority, or other body, has acknowledged a need for your proposed project

13a. What are your estimated costs?

Capital:

Running costs:

Amount of Grant applied for

13b. Please provide a cost breakdown indicating how the IET funds will be spent.

It is helpful for the Trustees to be able to identify a specific element of the project with which IET can be associated. This information is also required for ENTRUST registration

Amount: Spent on:

Amount: Spent on:

Amount: Spent on:

13c. What funds have you already secured towards this project?

Name of funding organisation / internal fundraising	Amount Confirmed (£)	Date Funding Confirmed DD/MM/YYYY
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13d. What funding applications are pending?

Name of funding organisation / internal fundraising	Amount Confirmed (£)	Date Funding Confirmed DD/MM/YYYY
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14. What other fundraising is taking place and how do you propose to meet any shortfall?

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15. Please give the proposed start date and a realistic completion date of your project

Start Date: Completion Date:

16a. Who owns the land or property where your project is taking place?

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16b. If the land or property is leased, how long is the lease for and how long does it have to run?

(We require a minimum unexpired term of ten years for any project to be funded by IET)

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16c. Is there currently any designated use for the land?

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16d. If you need permission from anyone (eg landlord), how do you intend to get this?

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16e. If planning permission or other consent (eg Ecclesiastical Faculty) is required for your intended use, please give details.

Do not submit an application to the Trust unless planning permission or a Faculty (if appropriate) has already been obtained.

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17. If any profit were made or income derived from the project, how would you use it?

Any income earned by the project must either be re-invested in the running of the project or returned to the Environmental Body (EB) as LCF-derived funding.

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18. Please outline any plans you have for maintenance of the project after completion, and how that may affect any other financial needs you may have

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19. Please tell us who will manage and administer the project

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20. Will there be any volunteers expected to help in the delivery of this project?

If so, will any be Youth Volunteers (16-25 year olds)?

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21. How will you monitor and evaluate the success of your project?

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22. Your declaration

I confirm 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 the Ibstock Enover 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 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 electronically, by post, or a mix of both, depending on the nature of the documentation. For advice on this, or any other matter concerning this form, please contact Angela Haymonds, Ibstock Enover Trust Secretary, on 01753 582 513 or at ahaymonds@ibstockenover.org

Thank you for your application and good luck.

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

1. 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.

2. 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.

3. Financial statement including budget, actual and projected figures for the current year, and, if you have created it for your project, a five-year forecast

Once again, if you have an accountant or treasurer these will be obtainable from them, or you can glean this information from your own financial records.

4. Budget forecast for project, including cost breakdown of any assets to be funded by the grant.

This should be part of your project plan and sets out the costs associated with your project.

5. Three tenders or competitive quotations for work in connection with the project

Depending on the size of the project, please invite tenders for the project works, or ask three suppliers for estimates of costs, and attach copies of these. If less than three tenders have been returned, or if you have been unable to obtain more than one quote, please provide evidence that you have attempted to seek additional quotations or provide an explanation (eg very specialist works).

6. Name(s), position(s) and relevant experience of person(s) who will manage the project

In this section a small CV of your proposed manager would be very useful. If you intend to manage the project yourself, please 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.

7. 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 category of the Landfill Communities Fund you are applying for.

- For **category D** projects we will need to be sure the project supplements local authority services, rather than fulfilling existing statutory obligations, and also that the project will provide continued benefits for many years
- For **category DA** projects we will need to be satisfied that the project complements local and national biodiversity action plans
- For **category E** projects the architectural or historical interest should have been researched and explained in the application

In addition, 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 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

8. Project plan and timetable:

Draft a simple project plan showing the estimated time of completion. You could use a computer software package to assist you or simply provide a list of dates for the completion of each important part of your project together with a final completion date.

9. Photographs, site plan and location map if appropriate (please mark boundaries in red)

This is where to include photographs, architects' plans or your own sketches of your area for our information.

10. Public liability insurance document.

We are unable to fund projects that are not properly insured. Please enclose a copy of the public liability insurance document for your project.

11. Planning permission (see Q16e).

Where required, please remember to attach permission approval documents, detailed drawings, etc.

Do not submit an application that requires any permissions that have not yet been obtained.

12. Any other documents you consider important.

This is an opportunity to add any further information that adds value to your application. However, please try to avoid repetition and include no more than 16 appendices.

If you find there is insufficient space on the document for you to complete your answer fully, please use a separate sheet of paper and clearly note which question it relates to.

Supplementary information for religious buildings, community centres and parks.

1. Please detail the extent to which the building is open to the general public.
(Number of days/evenings of the week it is open, or timetable of weekly usage)

2. How frequent are services/gatherings held at your building?

3. What is the annual footfall for your facility currently? What is the projected footfall for your facility after completion of your project?

4. How many non-religious groups use the facility on a regular basis?

Please list the user groups that make regular use of the facilities

5. What role does your organisation or the building play in the community?

6. How urgent is the proposed work?

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7. What proposals are there within the project to maximise use of recycled materials and increase the facility's energy and water efficiency?

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8. What other similar facilities are within a 2km radius?

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9. In respect of religious or architecturally significant buildings, please indicate whether the building is listed and, if so, the date of listing plus copies of any necessary associated permissions that are required

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Supplementary information for Biodiversity Projects only (Category DA)

Please provide a document which provides answers to the following questions if your application is for a DA project.

- 1) What species or habitat is your project primarily looking to conserve?
- 2) Who is the UK or Local Biodiversity Action Plan (BAP) designated lead partner and are they involved? If not, why not?
- 3) How will the project lead to the conservation, restoration, or enhancement of biodiversity?
- 4) What is the estimated number of BAP specific habitats that will be conserved or protected at the project site?
- 5) What is the estimated number of BAP species that will be conserved or protected at the project site? Please list all species.
- 6) Is the project taking place on private land? If so what permissions are in place to allow access?

Other information

Enovert Landfill Sites

Greatness	Bat & Ball Road, Sevenoaks, Kent TN14 5BP
Shortwood	North Cattybrook Lane, Bristol BS16 9NN
Himley	Oak Lane, Kingswinford, Dudley, West Midlands DY6 7JS

ENTRUST registration: ENTRUST is the regulator of the Landfill Communities Fund. If your organisation is not an Environmental Body registered with ENTRUST, IET will register the project on your behalf and the project will be issued with a unique Project Registration number. You must not commence work on your project until it has been registered with ENTRUST and there is a Funding Agreement in place.

Funding agreement: If the Trust awards you a grant, you will be required to sign a binding agreement before you receive any money. The agreement will contain provisions regarding, in particular, how you look after the asset that has been funded or part-funded by the Trust.

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 occurred.

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 on at least an annual basis, the term of which depends on the size of the grant and on what it has been spent.

Projects located within School Grounds: Ibstock Enovert Trust may consider projects located with 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, Ibstock Enovert Trust would be permitted to fund up to 20% of the total project costs).



IBstock Enovert Trust Application Form