



Enovert Community Trust is a grant-making organisation, known as an Environmental Body (EB), 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 that bring environmental benefits and a positive impact to the community, such as improving a public building or enhancing play areas or making community-run facilities more accessible. Enovert Community Trust is regulated by Entrust ([www.entrust.org.uk](http://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, including Parish and Town Councils, 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 have 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 not have commenced as the Trust is not permitted to award funds retrospectively.
- The project must be located within 10 miles of a landfill site, waste management facility or transfer station operated by Enovert Management Ltd in England. Please see page 14 for details of the facilities that qualify.

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** - The prevention, reduction or mitigation of the effects of pollution which has been caused by an activity which has now ceased.
- **Category D** - Helping to improve, protect, provide and/or maintain a public park 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. Examples of projects that we have supported in the past can be seen in our Annual Reports which can be read at [www.enovertct.org](http://www.enovertct.org)

Always phone Angela Haymonds, Trust Manager, on 01753 582513 before progressing your application as she will be able to guide you through the process.

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**

Which is the nearest Enovert landfill site or waste management facility, 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 waste management facility

Nearest Enovert 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 the 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
- Please explain how a member of the public would be able to book your facilities
- How much does it cost to be a member of your organisation and what is the hourly booking rate (if appropriate)?
- What is the population of your village/town?

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**Please provide a copy of your Public Access policy or equivalent if your facility has limited access (e.g. membership/hire requirements)**

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 in total and how many will be youth volunteers (16-25 year olds)?

Total ..... 16-25 year olds .....

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 or 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 10 years. Please provide a copy of the lease.)

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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 including the Planning Application reference, if applicable (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

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

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19) What is your current maintenance budget and spend (if appropriate)?

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20) Where appropriate, what environmental considerations have you included within your project (e.g. use of environmentally friendly materials or technologies that deliver energy efficiency)?

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21) Where appropriate, how are you encouraging members of the community who are 'hard to reach' to access your facilities (i.e. those that are currently underrepresented)?

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22) Details of your organisation

Name.....

Address

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Website.....

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

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

Entrust number and project registration number (if an EB) .....

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

CASC registration number (if applicable) .....

23) Who is the main contact for the project?

Name.....

Position in organisation.....

Address

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..... Postcode.....

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

Email.....

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

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

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**26) 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
CASC	YES / NO	Other (please specify).....	

Date organisation set up.....

If you are a sports club you must be CASC registered or a limited company or a charity.

**27) 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), and include as many of them as possible. If some documents are not available to you, please include a note explaining why.

<b>Constitution and/or memorandum and articles of association/trust deed</b>	YES / NO
<b>List of board members and/or management committee or trustees</b>	YES / NO
<b>Last two years' audited accounts</b>	YES / NO
<b>Budget in respect of the project, if appropriate</b>	YES / NO
<b>Three tenders of costs of work in connection with the project, including a summary in table form, with reasons for selecting your preferred contractor, if applicable*</b>	YES / NO
<b>Names, positions and relevant experience of person(s) who will manage the project</b>	YES / NO
<b>A statement that outlines the organisation's aims and objectives</b>	YES / NO
<b>Description of project with intended outcome</b>	YES / NO
<b>Timetable for delivery</b>	YES / NO
<b>Photographs, site plan and location map, if appropriate (please mark boundaries in red)</b>	YES / NO
<b>Public liability insurance documents</b>	YES / NO
<b>Planning permission documents (where applicable)</b>	YES / NO
<b>Other documents you consider important (please list)</b>	

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\*NB Goods/services valued at less than £1,000 need one quotation; between £1,000 and £25,000 three quotations are required; above £25,000 a competitive tender process must be undertaken.

28) What was your organisation’s turnover in the past two years and what is your current reserve?

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29) Amount of grant requested .....

(NB: If your organisation is able to reclaim VAT, you should only request the net amount to cover your project costs)

30) Estimated total cost of project.....

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

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32) Please provide an itemised cost breakdown indicating how the Enover Community Trust funds will be spent. This information is also required for Entrust registration

Amount	Project Element
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33) Who will be your 3rd party independent contributor/s? (This is required to reimburse Enover Management Ltd 10% of the grant value prior to the project commencing. Please see page 13 for more information)

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

Name of funding organisation/internal fundraising	Amount confirmed	Date confirmed
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35) Are there any funding applications pending?

Name of funding organisation	Amount applied for	Date decision due

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

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37) If any profit is expected to be generated or income derived from the project, what is the anticipated amount per annum (to the nearest £1000) and 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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38) How will you monitor and evaluate the success of your project?

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39) What political constituency is your project located in and what is the name of your current MP?

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**UK GDPR**

Please tick to confirm that your organisation has a privacy policy:

(If not, examples are available online to help you draft one)

Please tick to confirm that none of the contractors delivering this project have a connection to the organisation or the Third Party Contributor:

Please tick the box below to acknowledge that you are aware of and are responsible for informing any potential contractors or suppliers, including sole traders, that their personal data in relation to quotations, invoices and other correspondence may be accessed and stored by the Trust and by Entrust, the regulator of the Landfill Communities Fund as part of audit and compliance activities, in line with the Landfill Tax Regulations 1996.

Such data may be retained by the Trust, Entrust and HMRC for so long as is legally necessary. Such limited data will only be used on the basis of considering whether to enter into an Agreement with your organisation, to comply with legal obligations under the Landfill Tax Regulations 1996 and/or for the purpose of the Trust's legitimate interests in keeping financial records and complying with the conditions of the funding arrangement.

Please tick here:

For further information on how your personal data will be processed, please refer to Enovert Community Trust, HMRC and Entrust's privacy policies which are available via their respective websites.

**DECLARATION**

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 Enovert 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 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 Manager of Enovert Community Trust on **01753 582 513** or **ahaymonds@enovertct.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. It should include a 'not for profit' clause and a clause that states that funds and assets won't be distributed to members in the event of dissolution.

**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/quotations for work in connection with the project.** For goods/services valued at under £1,000 one quotation is needed; for goods/services valued at between £1,000 - £25,000 three quotations must be obtained; for projects with a value of over £25,000 a competitive tender must be undertaken. Please supply copies of the tender documents/quotations and summarise in table form. 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. The chosen contractor should not have a connection to the organisation or the Third Party Contributor.

**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

**Lease.** Please include a copy of your lease if your organisation is not the landowner. It must have a minimum of 10 years unexpired.

**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 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.

**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.**

**N.B. 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 does not fund projects that are located on school sites.

**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 Management Ltd (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 Management Ltd 10% of the amount given. Enovert Management Ltd 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 organisation or individual which pays this contribution must be aware of what it is being used for. The 3rd Party amount passes directly to Enovert Management Ltd prior to the project commencing, to avoid any confusion with the LCF monies.

**\*N.B: 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

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

Bellhouse Landfill Site (Colchester) - CO3 0NN

Cirencester Transfer Station (Gloucestershire) - GL7 1YG

Cowpen Bewley Landfill Site (Billingham) - TS23 3NF

Hempsted Landfill Site (Gloucestershire) - GL2 5FR

Highfields South Landfill Site (Walsall) - WS9 9AH

Himley Landfill Site (Kingswinford) - DY6 7JS

Lydney Transfer Station (Gloucestershire) - GL15 4EJ

Teesport Landfill Site (Middlesbrough) - TS6 6AS

Weston Transfer Station (Weston-super-Mare) - BS22 8NA

Wingmoor Farm Landfill Site (Gloucestershire) - GL52 7RS

### Please send your completed form back to:

Enovert Community Trust

PO Box 3138

Slough SL3 9ZH

**Tel:** 01753 582513

**Email:** [ahaymonds@enovertct.org](mailto:ahaymonds@enovertct.org)

**Web:** [www.enovertct.org](http://www.enovertct.org)





Enovert Community Trust Application Form for Grant Aid