



EVIDENCE GATHERING EXERCISE FOR  
ENVIRONMENTAL BODIES  
SMALL GRANTS SCHEME



**REGULATING THE LANDFILL COMMUNITIES FUND  
BENEFITING PEOPLE AND THE ENVIRONMENT**

Consultation Paper

July 2009

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Project: Guru Nanak Gurdwara Community Hall, Bedford.

Description: To build a large extension at the rear of the existing temple, providing a community hall for social and leisure, this includes kitchen facilities.

Supported through: Grantscape.



# 1. Introduction

- 1.1 The Small Grants Scheme (SGS) is a proposed scheme by which accredited EB's can register small projects with reduced administration.
- 1.2 The fundamental principles behind the scheme are that:
- Each individual grant will be capped at £2,000. This is the maximum total cost of the project whether funded by the LCF or other sources;
  - The SGS can only be used for small, discreet projects; and
  - Each accredited EB can only allocate a maximum £50,000 per accounting year (01 April – 31 March) to the SGS.
- 1.3 The trial of SGS will be limited to Object D projects ONLY and will be reviewed in early 2010/2011.
- 1.4 All conditions and guidelines issued by ENTRUST must be adhered to for the SGS. Therefore, all projects must be small and discreet and must not form part of a larger project and there should be no expenditure until an overall SGS project has been registered.

Project: Denbeigh Play Area, Birmingham.

Description: Provision of a new play area for the community.

Supported through: Sita.



1.5 For every individual grant, the EB must make records of, and provide information to ENTRUST relating to:

- The name of the organisation receiving the grant;
- A brief description of the project;
- Nearest postcode to the project;
- The month/year of expenditure;
- The value of the grant;
- Value for money questions; and
- Youth volunteering details.

1.6 For this reason ENTRUST have developed a standard application form which is attached at Appendix A for consideration.

1.7 The records kept by the EB's must be returned annually with the statutory Form 4. and will be inspected as part of the annual accreditation review by ENTRUST.

## 2. Process

2.1 An EB with accredited status will complete the abbreviated Form 2 for each year. The name of the project will be 'Small Grants Scheme' and the form must be completed to register the EB's participation in the scheme. The 'Value for Money' and 'Youth Volunteering' questions will be removed from the application form at this stage.

2.2 For every project registered under the SGS, the EB must make a record of the information listed above in paragraph 1.5. This information must be made available to ENTRUST annually and upon request.

2.3 An additional document will be attached to Form 4 for EB's participating in the SGS. This will contain a spreadsheet to record the information listed above in paragraph 1.5 (including the 'Value for Money' and 'Youth Volunteering' questions).

Project: Burton Leander Rowing Club.

Description: The repair and refurbishment of the club's HQ

Supported through: *Staffordshire Environmental Fund.*



- 2.4 It is good practice that EB's keep this spreadsheet updated throughout the year to reduce the administrative burden upon them at year end.
- 2.5 It is worth noting that both the 'Value for Money' and 'Youth Volunteering' questions will be required at year end for the SGS. Whilst ENTRUST have made recommendations to HMRC to remove these questions, this section of the application was originally added in conjunction with the Treasury. At the review of the SGS in early 2010/2011, if ENTRUST are in a position to demonstrate that these questions add little value to the scheme, HMRC may then make recommendations to the Treasury for their removal. Unfortunately, at this time, the questions will still need to be included in the SGS application form.
- 2.6 Every year, EB's must register a new SGS project.
- 2.7 It is envisaged that the SGS will go live in September 2009 and revised Guidance Notes will be published on the website and to all Accredited EB's (Appendix B).
- 2.8 Any non compliance with the regulations could lead to removal of accredited status.

### 3. Consultation Questions

Question One: Are you an accredited EB?

Question Two: Are the fundamental principles of the SGS made clear in this paper?

Question Three: Do you agree that the SGS will decrease the administrative burden of registering smaller projects?

Question Four: Do you agree that there should be a standard application form ?

Question Five: If yes, do you agree with with the format of the new application form? If no, how could this be changed?

Question Six: Are the revised Guidance notes attached at Appendix B clear with respect to the SGS? If no, how could this be changed?



Project: Kinneswood Garden.

Description: Creation of a garden plus enhancement of walk along burn.

Credit: Perth and Kinross Quality of Life Trust.

Question Seven: Do you have anything further to add to this evidence gathering exercise?

## 4. Contact Details – How to Respond

4.1 This evidence gathering exercise is open to all stakeholders of the LCF. Any feedback submitted will be treated in strictest confidence and will be considered anonymous unless you state otherwise. Responses can be returned through the following methods:

Email:

**Regulations (regulations@entrust.org.uk) with ‘Small Grants Scheme’ in the email subject.**

Post to:

**Pardeep Bansi  
ENTRUST  
60 Holly Walk  
Royal Leamington Spa  
Warwickshire  
CV32 4JE**

If you would like to respond online please visit our website or use the following link:

[http://www.surveygalaxy.com/surPublishes.asp?k=FWMQ63CLYGO8&pubLogAction=getTokenId&pubUserSelection=anon&c=1&ref=&l="](http://www.surveygalaxy.com/surPublishes.asp?k=FWMQ63CLYGO8&pubLogAction=getTokenId&pubUserSelection=anon&c=1&ref=&l=)

4.2 The closing date for responses is the 20 August 2009.

## APPENDIX A



*Your logo here*

### Small Grants Scheme Application Form for General Public Amenities (Object D)

This application form has an agreed format between ENTRUST, the regulator of the Landfill Communities Fund, and Environmental Bodies who distribute monies. The Environmental Body you submit this form to will be responsible for all liaison with ENTRUST.

Please answer all questions fully and with reference to the guidance notes.

Application Number **(for internal use only)**:

#### Section One: Basic Information

1.1 Name of your organisation:

1.2 Correspondence details:

Contact Name:  
Position:  
Address:

Postcode:

1.3 Telephone Number:  
Fax Number:  
Email Address:

Ext:

1.4 What is your organisation type?

#### Section Two: About Your Project

2.1 Project Title:

2.2 Project Location:  
Address:

Postcode:

2.3 Name and location of nearest landfill site and its distance from the project:  
Company name of Landfill Operator:  
Site name:  
Distance from project site:

2.4 Proposed start date of this project (mm/yy):  
Proposed finish date of this project (mm/yy):

2.5 The type of work to be undertaken:

***Providing, maintaining or improving one of the following:***

<b>Activity Centre</b>	Cycle Path	Public play ground
<b>Bridleway</b>	General Public sports field	Sports club
<b>Place of Worship</b>	Library	Village green
<b>Church Hall</b>	Museum	Village Hall
<b>Community Centre</b>	Nature Reserve	Other
<b>Community Woodland</b>	Public footpath	
<b>Country Park</b>	<b>Public park</b>	

If you have indicated 'other' type of general public amenity not listed above, what is it?

2.6 Please provide a detailed project description:



### Section Three: Project Details

3.1 Who owns the project site on which the project is sited?

Name:

Address:

Postcode:

3.2 If you do not own the land, when does the lease expire and what agreement do you have for continued general public access?

3.3 Please give any designation of the land e.g. SSSI or AONB or the structure e.g. Grade II or scheduled monument. Please enclose the supporting evidence:

3.4 Does the project require planning permission or other form of consent? Please give details and attached a copy.

Yes

No

3.5 What are the arrangements for the general public access? Give details of when and whom:

3.6 What plans do you have to maintain the project once it is completed?

3.7 Please confirm the site will not be operated for profit:

Yes

No

### Section Four: Fund Details

4.1 Total cost of project including funding from other sources: £

4.2 Total value of any European funds you may have applied for: £

4.3 Amount requested from '**accredited EB's name**': £

**4.4 Please provide a detailed breakdown of expenditure of grant sought (enclose quotations if relevant)**

Item	Cost

Continue on a separate sheet if necessary.

**4.5 Have you submitted this specific project to any other funding bodies? If yes, please provide details in the table below.**

Name	Amount Requested	Date Applied	Response Date

**Section Five: Key Performance Indicators**

**5.1 Please estimate the number of delete as appropriate for all questions relevant to your project:**

Number of full time jobs created:	Yes / No
Number of part time jobs created:	
Number of training opportunities created/offered:	
Number of visitors you expect to the project site:	
Does your project make provision for people with disabilities:	
Number of volunteers helping in the delivery of this project:	Yes/No/NA
Number of youth volunteers working on this project	
Number of youth volunteering days created by this project	
Number of school visits anticipated:	
Have you considered the energy efficiency in your project:	
Number of hectares of land you will be improving, providing or maintaining:	
Number of metres of footpaths/bridle-ways/cycle paths you intend to improve or maintain:	
Number of trees to be planted:	
Number of visitors currently using this project site:	
Number of visitors you anticipate using the site once the project is complete:	
Number of uses that the site can be put to by the general public:	
Do you intend to use recycled material or secondary aggregate in any of the works:	Yes / No

**Section Six: Fund Specific Information**

6.1 How do you intend to promote the project?

6.2 In question 2.6 you told us about your project. Please list **three** main activities you will need to carry out to deliver your project. These are the outputs of your project.

- 1.
- 2.
- 3.

6.3 Name and location of the nearest '**Landfill Operator Name**' landfill site:

6.4 How have you identified the need for this project?

6.5 How will you judge the success of your project?

<p>6.6 Please confirm that:</p> <ol style="list-style-type: none"><li>1. The works detailed above have either been tendered for/competitive quotes have been sought and this information recorded</li><li>2. No directors, trustee's or persons connected to your organisation through employment or via personal relationship will receive payment through this project.</li><li>3. <b>Other criteria specific to your fund</b></li></ol>	<p>I confirm <input type="checkbox"/></p> <p>I confirm <input type="checkbox"/></p> <p>I confirm <input type="checkbox"/></p>
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## Section Seven: Supporting Information

Please tick any enclosures: items in the first group are necessary before assessment can proceed.

- A vicinity map showing the project site and the nearest landfill site:
- A general public access statement for the project site:
- Copy of organisations constitution
- Signed accounts (last year)
- Copy of planning permission

- Leasing Agreement
- Proof of match funding
- Letters of support
- Other enclosures specific to your fund

**Certification (you must complete this section, signing the application, or it will be returned)**

I apply for a grant of £ \_\_\_\_\_ in respect of expenditure to be incurred on the project detailed above.

**On behalf of** .....

**I declare that the statements in this application are true and that the information provided is correct.**

**Name:**  
**Signature:**

**Position:**  
**Date:**

Section Eight: Now please return the signed form to the address below checking that you have included all enclosures and that all relevant questions have been answered appropriately

**EB, address, telephone number, fax and email address.**

**Amendments to the current Guidance Manual:**

**2) Spending Landfill Communities Fund (LCF) Monies and Registering Projects**

6.1 It is ENTRUST Guidance that LCF monies are committed to a specific project within two years of receipt with the exception of projects that are registered under the Small Grants Scheme which must be re-registered every 12 months (see section 8).

**3) Object D Guidance**

3.4.1 The works you propose must fall under one or more of these headings and be targeted on a specific amenity. For a number of reasons, including the requirement to maintain an audit trail and statistics provision, single project applications that cover multiple amenities are not able to be registered. **The only exception to this is for the Small Grants Scheme (please refer to separate Guidance document).**

**Guidance Notes for Applicants applying to the Small Grants Scheme**

***These notes will accompany the application form for smaller EBs or project owners applying to the accredited EBs for funding.***

The LCF Small Grants Scheme has been established by ENTRUST, the regulator of the scheme, and the Accredited Environmental Bodies who fund projects. This is to make it easier for groups to access lower levels of funding, with much of the administrative burden associated with larger grants removed.

Funders are using a standard application form with only a few questions customised for individual fund requirements. This should make it easier for you to apply to different funds.

Only accredited EB's will be able to fund your project under the Small Grants scheme. A list of accredited EB's can be found on the ENTRUST website.

***Who can apply for a grant?***

Any non-for profit organisation with its own bank account can apply.

***What and how much can I apply for?***

Groups can apply for up to £2,000 for projects which have the primary intent of providing, maintaining or improving public amenities when the work benefits the natural, social or built environment of the community.

A public amenity can be described as a place where the **general** public can go for leisure or recreation and must be open to the public. A full explanation of this can be found in the ENTRUST 3) Object D Guidance.

Projects must be within 10 miles of a registered landfill site.

### ***Projects ineligible for funding***

All projects must fall within the object D guidance.

### ***How do I apply?***

You should apply using the Small Grants Scheme application form and submit to an accredited EB that is participating in the scheme.

### **Addition to the current Guidance Manual:**

## **Guidance Notes for EB's Participating in the Small Grants Scheme**

### **8) Small Grants Scheme**

#### **8.1. Registering a Small Grants Scheme Project**

8.1.1 This document provides guidance to Accredited EB's who wish to register projects under the Small Grants Scheme (SGS).

#### **8.2. Small Grants Scheme Overview**

8.2.1 Currently, the SGS is in a trial period with Accredited EB's and relates to Object D projects only. The process will be reviewed in early 2010/2011.

8.2.2 All of the conditions and guidelines issued by ENTRUST must be adhered to for the SGS.

8.2.3 Notably, all projects registered under the SGS must be registered in advance of entering into any contract/obligation which imposes a liability on an EB to spend on a project. If the project is not registered then Regulatory Body will deem monies to have been spent non-compliantly expenditure under the Regulations.

8.2.4 It is important that all projects registered under the SGS must be small and discreet and must not form part of a larger project.

8.2.6 The aim of the SGS is to reduce the administrative burden of registering small projects on the EB's. The fundamental principals surrounding the SGS are as follows:

- Each individual grant will be capped at £2,000. This is the maximum total cost of the project whether funded by the LCF or other sources.
- The SGS can only be used for small, discreet projects.
- Each EB can only allocate a maximum of £50,000 per accounting year (01 April – 31 March) to the SGS.

## **8.2 Projects that can be registered under the SGS**

- 8.3.1 Groups can apply for up to £2,000 for projects which have the primary intent of providing, maintaining or improving public amenities.
- 8.3.2 A public amenity can be described as a place where the **general** public can go for leisure or recreation and must be open to the public. A full explanation of this can be found in the ENTRUST 3) Object D Guidance.
- 8.3.3 Projects must be within 10 miles of a registered landfill site.

## **8.4 Projects ineligible for funding**

- 8.4.1 Accredited EB's can not register projects under the SGS for the following:
  - Core costs of an organisation
  - Retrospective funding – work that has already taken place before any grant is awarded
  - Projects with a total cost of more than £2,000
  - Projects that do not meet the funding criteria
  - Areas that are not open to the public
  - Town centre car parks and public conveniences
  - Allotment or food growing projects
  - Small projects that form part of a larger project

## **8.5 Criteria for funding**

- 8.5.1 To be eligible to apply to the SGS, applicants must meet the following criteria:
  - Be within 10 miles of a registered landfill site
  - Have full public access (please see the Declaration of Access for minimum requirements)
  - Be completed within one year
  - Demonstrate value for money
  - Demonstrate need

## **8.6 Record keeping**

- 8.6.1 Accredited EB's registering projects under the SGS will be required to keep records of all aspects of the project that are required on the project registration form. However, in order to reduce the administrative burden placed on EB's, ENTRUST will only require information to be provided to them annually by way of the statutory annual return and during the annual accreditation review. The key areas that ENTRUST will need to see information of is:
  - The name of the organisation receiving the grant.
  - A brief description of the project.
  - Nearest postcode to the project.
  - The month/year of expenditure.
  - The value of the grant.
  - Value for money questions

- Youth volunteering questions

8.6.2 It should be noted that ENTRUST can also request to see these records at any time as set about in Regulation 34 (1) (i)

***34 (1) The Regulatory body –  
(i) shall satisfy itself, by reference to such records or other documents or information it thinks fit, that the qualifying contributions received by the body have been spent by it only in the course or furtherance of its approved objects***

8.6.3 It is recommended that EB's keep these records up to date to reduce the administrative burden on them at year end.

### **8.3. Object D Guidance**

8.3.1 Please also refer to the ENTRUST 3) Object D Guidance for full details of Object D projects.

### **8.4 Compliant Projects**

8.4.1 The accredited EB's who have registered the projects will be responsible for ensuring awarded projects are compliant. ENTRUST will also monitor the performance of the SGS through annual accreditation reviews with the EB.

8.4.2 The Regulation and conditions placed on EB's must be adhered to within the SGS. Any non – compliance could lead to removal of accredited status and ultimately revocation of the EB.

8.4.3 Accredited EB's are required to register a new SGS project every financial year (01 April annually).