

## Guidance Note - Small Grants Scheme

### 1. What is the Small Grants Scheme?

1.1 The Small Grants Scheme (SGS) is an initiative, which has been in operation for a number of years for Accredited Environmental Bodies (EBs) and is now being opened up to all EBs that have been enrolled with ENTRUST for over three years. The aim of the SGS is to reduce the administrative burden of applying for and giving small grants. The rules of the SGS are as follows:

- Each individual grant is capped at £5,000;
- The SGS can only be used for small, discrete projects; and
- Each year, participating EBs can allocate a maximum of £100,000 or 10% of their Landfill Communities Fund (LCF) income for the previous year (whichever is the lowest) to the SGS.

1.2 All of the existing conditions and guidelines issued by ENTRUST must also be complied with for the SGS.

1.3 You will be required to register a new SGS project every financial year (from 01 April annually), should you wish to continue the SGS.

1.4 The roll out of the SGS will be limited to Object D projects only.

### 2. Am I eligible to set up a Small Grants Scheme?

2.1 Provided that you have been enrolled as an EB for over three years, you will be eligible to set up a SGS.

### 3. How do I register for a Small Grants Scheme?

3.1 Registration for the SGS is simple. All you need to do is complete a Form 2 and the Object D Appendix as set out in Appendix A of this guidance note. Once the project has been approved by ENTRUST, you will be able to start making small grants under this umbrella project without the need for further approval from ENTRUST.

### 4. What are the limitations of the Small Grants Scheme?

4.1 It is important that all grants made under the SGS are small and discrete and must not form part of a larger project. For example, installing benches into a park could be funded under the SGS, but if the whole park is being improved and the benches form only part of the improvement, the development would not be eligible under the SGS.



4.2 You cannot make grants under the SGS for the following:

- Core costs of an organisation;
- Retrospective funding – work that has already taken place before any grant is awarded;
- Schemes with a total cost of more than £5,000;
- Schemes that do not meet the funding criteria of Object D;
- Grants that form part of a larger project; and
- Schemes which will not be completed before 31 March of the financial year that they were registered.

4.3 To assist you in determining whether a project falls under the SGS, you should also refer to the ENTRUST Guidance Manual D - Object D Guidance for full details of Object D.

## 5. What information do I need to maintain?

5.1 If you register a SGS you will be required to keep records of all aspects of the grants that are required on the project registration form (Form 2 and Form 2 Appendix – Object D). However, in order to reduce the administrative burden, we will only require this information to be provided annually when the statutory annual return is due on 28 April. The key areas that ENTRUST require information for each grant are as follows:

- A brief description of the project;
- Nearest postcode to the site;
- Nearest landfill site;
- Type of amenity;
- The month/year of expenditure;
- The value of the grant;
- Value for money questions; and
- Youth volunteering questions.

5.2 We will provide you with a template of a spreadsheet which sets out all of the information required which will be sent to you when we approve your SGS.

5.3 You will also need to demonstrate that each individual grant that you have made is compliant with the Regulations and so all EBs should keep on file the following information:

- A photo of the works once completed;
- All invoices relating to expenditure (including non-LCF expenditure as the total grant cost cannot exceed £5,000);
- Written assurance that the works have been completed; and
- Assurance that you have inspected the works for compliance.

5.4 It should be noted that we can also request to see these records at any time. For this reason, it is recommended that you keep these records up to date which will also reduce the administrative burden at year end.

## 6. Further information

6.1 If you would like any further information about the SGS, please contact **Hannah Williams**, Regulations Manager on **01926 488 324** or at **[hannahwilliams@entrust.org.uk](mailto:hannahwilliams@entrust.org.uk)**.

**ENTRUST**  
**October 2011**



## TEMPLATE PROJECT REGISTRATION FORMS FOR THE SMALL GRANTS SCHEME

Form 2

### Applying to register a project

- A. It is a condition of the Landfill Tax Regulations that project registration must be obtained from ENTRUST before Landfill Communities Fund monies ('LCF monies') can be spent.
- B. Please complete this form in black ink in accordance with the Guidance Note on Page 4 and submit to ENTRUST with the relevant Object specific return attached.



Return to: ENTRUST  
60 Holly Walk  
Royal Leamington Spa  
Warwickshire  
CV32 4JE

Fax to: 01926 488 388

Email to: [information@entrust.org.uk](mailto:information@entrust.org.uk)

Telephone: 01926 488 300

Website: [www.entrust.org.uk](http://www.entrust.org.uk)

### Your contact details

Name of your Environmental Body

ENTRUST EB

Your enrolment number

123456

### Project Details

- 1) Title of the project  
SMALL GRANTS SCHEME
- 2) A brief summary of the aims of the project (approx hundred words)  
SMALL GRANTS SCHEME
- 3) The date when you expect to start spending LCF monies on this project (mm/yy e.g. 03/08) **31 OCTOBER 2011**
- 4) The date when you expect to complete spending LCF monies on this project (mm/yy e.g. 03/09) **31 MARCH 2012**
- 5) Please confirm the address at which the project will take place.
  - 1) Address line one **EB ADDRESS LINE ONE**
  - 2) Address line two **EB ADDRESS LINE TWO**
  - 3) Address line three **EB ADDRESS LINE THREE**
  - 4) Town **EB TOWN**
  - 5) County **EB COUNTY**
  - 6) Post Code **EB POSTCODE**
- 6) Please give the most appropriate postcode for where the LCF monies will be spent. **EB POSTCODE**

## Financial Information

- 7) The total cost of your project £100,000/10% of income whichever is lower
- 8) The amount of LCF monies you are seeking towards this project £100,000/10% of income whichever is lower

## Project Background

- 9) Do you anticipate that any income will be generated by the project?  Yes  No
- 10) If yes, how much income per annum is expected? (to the nearest £1,000) £
- 11) Please provide a **cost breakdown**, outlining what the LCF funds are to be spent on (please continue on a separate sheet if required)  
**£100,000/10% of income whichever is lower – VARIOUS PROJECTS UNDER THE SGS**
- 12) Are any of the LCF funds being used to purchase capital assets? – If so, please detail the same, with values.  Yes  No
- 13) Please outline any connected parties involved in undertaking the project.  
**NOT KNOWN**

## Value for Money

- 14) Where applicable, will the project use any type of recycled material?  Yes  No
- 15) Where applicable, please estimate the number of new or existing jobs as a result of the development of this project. 0
- 16) Where applicable, please estimate the number of full time jobs that will be created or maintained once the project has completed. 0
- 17) Where applicable, please estimate the number of part time jobs (less than 18 hours per week) that will be created or maintained once the project is completed. 0
- 18) Where applicable, please estimate the number of people who will obtain training qualifications or recognised skill, directly linked to the development 0

- |  |  |   |
|--|--|---|
| 19) Where applicable, please estimate the number of users that currently use the site per year   | <b>0</b>   | Please note that 1 user is a person who may visit the facility more than once a year. For example, 1 person visiting the facility 10 in a year counts only as 1 user. |
| 20) Where applicable, please estimate the number of users that will use the site per year after the project has completed.                     | <b>0</b>   | Please note that 1 user is a person who may visit the facility more than once a year. For example, 1 person visiting the facility 10 in a year counts only as 1 user. |
| 21) Where applicable, please estimate the current footfall of the site per year.   | <b>0</b>   | Please note that the footfall counts every visit. For example, 1 person visiting the facility 10 times in a year counts as a footfall of 10.                          |
| 22) Please estimate the footfall of the site after the project has completed.  | <b>0</b>   | Please note that the footfall counts every visit. For example, 1 person visiting the facility 10 times in a year counts as a footfall of 10.                          |
| 23) Where applicable, please estimate the number of schools which currently visit the site.  | <b>0</b>   |   |
| 24) If you anticipate that the project will increase school visits once completed, please estimate by how many.                                | <b>0</b>   |   |
| 25) What is the total value of LCF funding that will be used to make improvements or provide improved facilities for people with disabilities? | <b>0</b>   |   |
| 26) Will this project make changes which will result in improving energy efficiency?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| 27) If you are able to, please estimate total utility cost saving of the project per annum once the project is complete.                       | <b>0</b>   |   |
| 28) What is the local authority area for the project site (County or Unitary)?   | <b>0</b>   |   |

## Youth Volunteering

- |   |          |
|---|----------|
| 29) Number of volunteers expected to help in the delivery of this LCF project.  | <b>0</b> |
| Outline definition for use with youth volunteering statistics:  |          |
| <ul style="list-style-type: none"> <li>A youth is someone who is between the ages of 16 and 25 when they start working on a project.</li> <li>A volunteer is somebody who has offered their time to participate in the project and will receive nothing more than reasonable out-of-pocket expenses whilst carrying out works on the project site.</li> </ul> |          |
| 30) Number of youth volunteers working on this project  | <b>0</b> |
| 31) Number of youth volunteering days created by this project   | <b>0</b> |

## Project Registration - Object D Supplementary Information



This return should be affixed to the back of the main body of the *Form 2: Applying to register a project* when submitting an Object D project (*Public Amenity*) to ENTRUST for registration

- 1) Title of the project  
SMALL GRANTS SCHEME
- 2) What is the name of the closest landfill site?  
VARIOUS
- 3) How far is this site from the project site? (in miles)      10
- 4) Postcode for closest landfill site? (if known)      VARIOUS
- 5) Please indicate what type of amenity the project intends to maintain, provide or improve:
 

Activity centre	<input type="checkbox"/>	Cycle Path	<input type="checkbox"/>	Public Play Ground	<input type="checkbox"/>
Bridleway	<input type="checkbox"/>	General Public Sports Field	<input type="checkbox"/>	Sporting Facilities	<input type="checkbox"/>
Church/Place of Worship	<input type="checkbox"/>	Library	<input type="checkbox"/>	Village Green	<input type="checkbox"/>
Church Hall	<input type="checkbox"/>	Museum	<input type="checkbox"/>	Village Hall	<input type="checkbox"/>
Community Centre	<input type="checkbox"/>	Nature Reserve	<input type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Community Woodland	<input type="checkbox"/>	Public Footpath	<input type="checkbox"/>		
Country Park	<input type="checkbox"/>	Public Park	<input type="checkbox"/>		

If you have indicated 'other' type of amenity not listed above, what is it?  
VARIOUS
- 6) Please provide details of how the amenity will either:
  - Make the environment more pleasant or comfortable; and/or
  - Improve the aesthetic qualities of an area

for the public

Please put as much information as possible here, attach additional sheets if necessary

VARIOUS
- 7) Please provide details of how the park or amenity is for the protection of the built, natural or social environment.  
VARIOUS
- 8) Who is the owner of the site or amenity?  
VARIOUS

9) Who will operate the amenity once the project is complete?

VARIOUS

10) Will any part of the project take place on school grounds?  Yes  No

If so, please attach a Public Access statement from the head teacher / governors

11) Please provide further details of the amenity, including how the public will use it:

With your explanation, please highlight:

- Access for the general public (on hours per day basis if necessary)
- Restrictions in place (i.e. membership requirements, booking process)
- How the amenity will be advertised (both on unveiling and once open) including any websites etc.

Please put as much information as possible here, attach additional sheets if necessary

VARIOUS

## Value for Money Questions

12) If you are improving areas of land (excluding land for building development), please estimate the number of hectares that will be worked on as part of this project.

0

13) If applicable, please estimate the number of metres of footpath and/or bridleways and/or cycle paths which will be provided.

0

14) If you intend to plant trees as part of this project, please estimate how many will be planted.

0

## Declaration

Please confirm each of the following statements by ticking the boxes and signing where appropriate below. The declarations below are firm obligations on the part of the EB. Any breach could result in the organisation's revocation and/or recovery of funding. If you are unable to confirm any of the following points, please contact ENTRUST or attach further details.

- I confirm that the park or amenity will not be operated with a view to profit
- I confirm that any income earned by this project will either be re-invested in the running of the project or returned to the EB as LCF-derived funding.
- I confirm that any assets or proportion of assets purchased with LCF monies will be protected to ensure that any subsequent sale etc. does not result in the LCF monies being lost from the Fund.
- I confirm that any Contributing Third Party funder will neither be made up of LCF monies nor derive a unique benefit from the project going ahead (please consult the EB manual for further clarification on this point)
- I confirm that there will be no benefit to any Landfill Operator who has made a contribution to the Environmental Body.
- I confirm this project registration is to cover work on a single specific amenity.
- I can confirm that the project is not a condition of any planning permission or any statutory consent arising from an application of a contributing Landfill Operator.
- I can confirm that the project is not a term of an agreement made under either;
  - Section 106 of the Town and Country Planning Act 1990
  - Section 75 of the Town and Country Planning Act (Scotland) 1997
  - Article 40 of the Planning (Northern Ireland) Order 1991To which the contributing Landfill Operator is a party.
- I confirm that the LCF funded part of this project will not involve spending LCF monies on areas that are not accessible by the public – i.e. Charity headquarters, administration offices etc.

**Please note that you should ENTRUST of any significant change in the project after registration.**

**To the best of my knowledge and belief, the information on this form is true. I am authorised by:**  
[Name of organisation] to sign this declaration

**Your signature**

In capitals, please:

Your name:

Date: