



Enrolment checklist

The list below provides a guide to the information and documents you will need to provide when you apply to enrol with ENTRUST as an Environmental Body.

Further details can be found in our [Environmental Body Guidance Manual](#).

	Item	Confirm
1.	You can identify at least one shared aim between your governing document and the aims (Objects) of the Landfill Communities Fund (LCF).	
2.	You have a conditional offer of funding from a funding provider and that the funder requires you to be enrolled.	
3.	You can supply the most recent version of your organisation's Governing document (Constitution, Trust Deed or Memorandum and Articles of Association).	
4.	<p>Your governing document details that your organisation:</p> <ul style="list-style-type: none"> a) Is not-for-profit; b) Has voting procedures and a quorum for meetings; c) Has a dissolution clause stating that any remaining LCF monies will be returned to the LCF or has provided signed meeting minutes confirming this; and d) Is precluded from applying any of its funds for the benefit of any person who makes a qualifying contribution (or any Contributing Third Party (CTP)) <p>NB Charities are assumed to operate in a way that does not provide unique benefit to contributors therefore they do not need an LCF specific clause regarding benefit.</p>	
5.	<p>Your organisation:</p> <ul style="list-style-type: none"> a) Cannot be controlled by a Landfill Operator (LO) or a Local Authority (LA); and b) Does not have any excluded individuals running the organisation. <p>This will be confirmed by your governing document and/or the details provided for your governing members</p>	
6.	You have paid the non-refundable enrolment fee either by cheque or electronically.	
7.	<p>You can provide the following details for all your governing members (for example Directors, Trustees or members of a Management Committee):</p> <ul style="list-style-type: none"> • Name; • Address; • Occupation; 	

	<ul style="list-style-type: none">• Whether the person is a councillor with a LA or employed by a LO;• Whether the person is an excluded individual or not; and• Date of birth. <p>An excluded individual is defined as:</p> <ul style="list-style-type: none">• A person who controlled or was concerned in the management of an EB which has been compulsorily revoked;• A person who has been convicted of an indictable offence;• A person who is disqualified from being a trustee for a charity;• A person connected with any of the above; or• A person incapable by reason of mental disorder.	
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