



## **Guide to Form 1: Applying to enrol as an Environmental Body**

### **Submitting an enrolment application through ENTRUST online (EOL)**

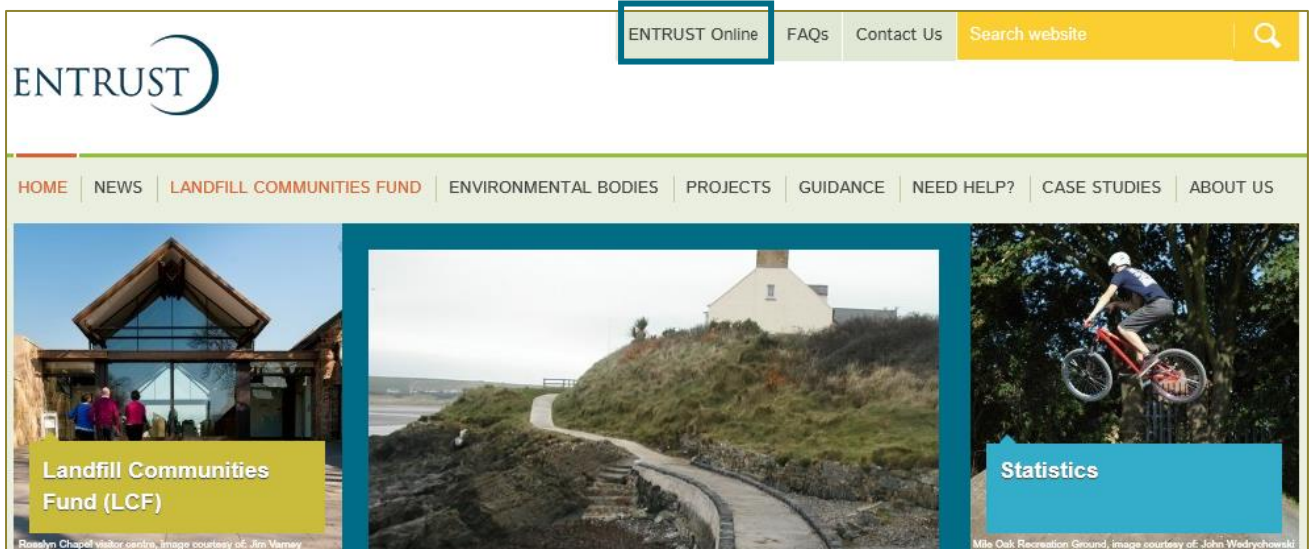
**July 2018**

# 1. Introduction

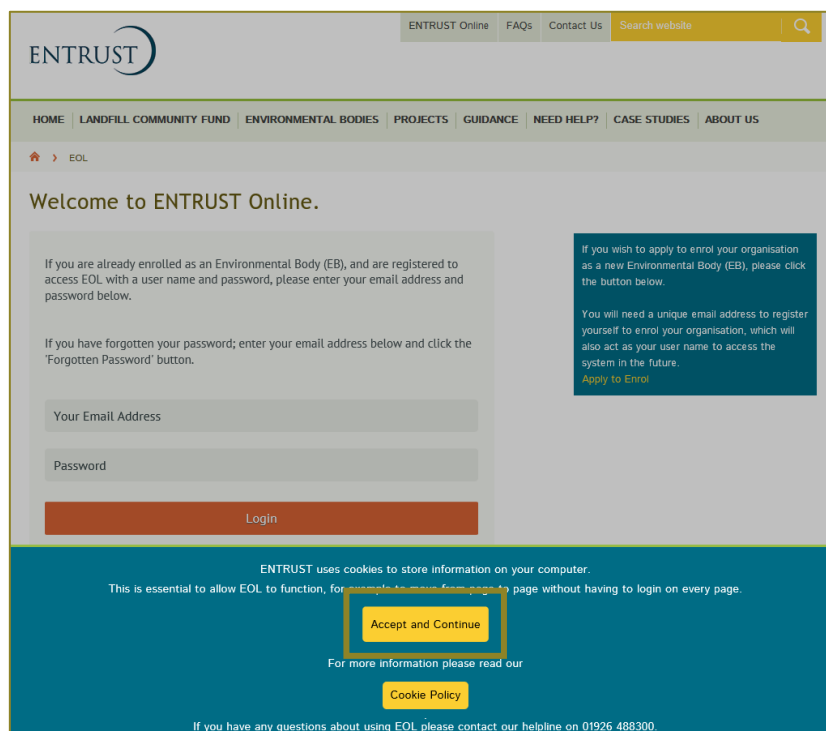
- 1.1 Environmental Bodies (EBs) are organisations that have registered with us in order to receive Landfill Communities Fund (LCF) money from Landfill Operators (LOs) or other EBs.
- 1.2 Enrolment is not always required to enable a project to receive LCF funds therefore we recommend that you should identify a funder and secure a provisional offer of monies before deciding whether your organisation needs to apply to enrol as an EB. As some funding organisations will register your project on your behalf it may not be necessary for your organisation to enrol. We charge a non-refundable fee of £100 to cover the administrative costs of enrolling your organisation as an EB.
- 1.3 When an organisation wishes to enrol as an EB we check that it meets the requirements of the Landfill Tax Regulations 1996 (Regulations) which detail what type of organisations can receive and spend LCF funds. For more information on what these requirements are please see the Guidance Manual [on our website](#).
- 1.4 You can submit your Form 1 either online through [ENTRUST online \(EOL\)](#) or on a paper form you can download at [Paper Forms](#) and send to us either by email (to [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk)) or by post to the address given in 1.8.
- 1.5 The easiest way to submit an application to us is through EOL and we recommend that you use this method. This is the quickest way of submitting an application and you will be able to log into EOL to check the status of your enrolment application.
- 1.6 As you progress through the application form (either electronically or on paper) you will need to have certain documents available. You will need to have the most recent version of your organisation's governing document, for example, a constitution, a trust deed or a memorandum and articles of association.
- 1.7 This guide provides you with the steps you should follow to submit your enrolment application to us using EOL.
- 1.8 If you require any assistance please contact the Registrations team on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk). If you need to post any documents to us the address is ENTRUST, 60 Holly Walk, Leamington Spa, CV32 4JE.
- 1.9 Our online training module supports organisations who are looking to enrol or who have recently enrolled as an EB. The module covers the basic knowledge required to participate within the LCF, the regulatory requirements surrounding any LCF funding organisations may receive and the obligations and responsibilities of an enrolled EB. The module takes approximately 30 minutes to complete and can be accessed through the following link: [EB Enrolment Module](#)

## 2. Registering to use EOL

- 2.1 To use EOL you need to register to receive login details for the system. This is the first stage of the process and is done on EOL (as shown below). You will need an email address to register.
- 2.2 Go direct to the [EOL Registration](#) page or go to our [website](#) and click on the link to ENTRUST online at the top of the website home page. You will then be taken to the EOL login page.



- 2.3 If this is the first time you have visited EOL on your computer you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please visit our [Cookie Policy](#).



2.4 On the EOL login page click on the 'Apply to Enrol' link in the right-hand side box.

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### Welcome to ENTRUST Online.

If you are already enrolled as an Environmental Body (EB), and are registered to access EOL with a user name and password, please enter your email address and password below.

If you have forgotten your password; enter your email address below and click the 'Forgotten Password' button.

Your Email Address

Password

Login

Forgotten Password?

If you wish to apply to enrol your organisation as a new Environmental Body (EB), please click the button below.

You will need a unique email address to register yourself to enrol your organisation, which will also act as your user name to access the system in the future.

Apply to Enrol

2.5 Fill in the details requested and click on 'Register'. 'Environmental Body Name' is your organisation's name. Note that all email addresses for EOL must be unique; if an email address has ever been registered against another EB or another individual then it cannot be used again.

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### Registration

Use this screen to register a NEW Environmental Body (EB) with ENTRUST. If your EB already exists with ENTRUST please do not use this screen. If you do not know your login details please contact ENTRUST on 01926 488 300

If you have not yet secured funding for your project, please contact the Registration team on 01926 488300 before registering to Enrol as an Environmental Body.

You do need to have an email address to use ENTRUST Online, and this will be your user name.

Title: Please Select

Forename:

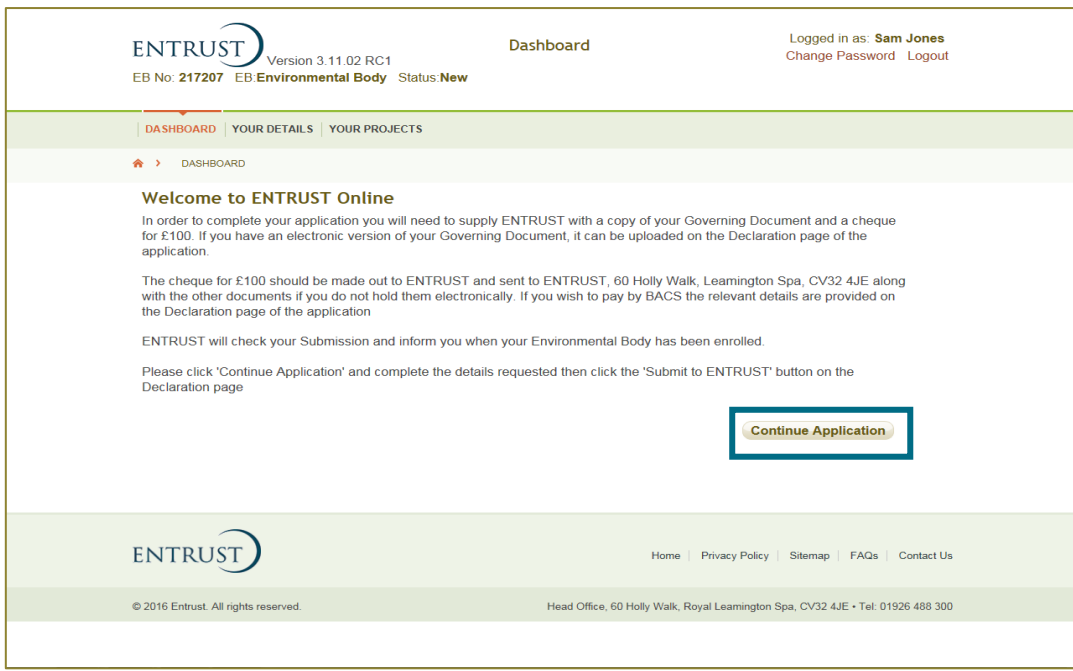
Surname:

Email:

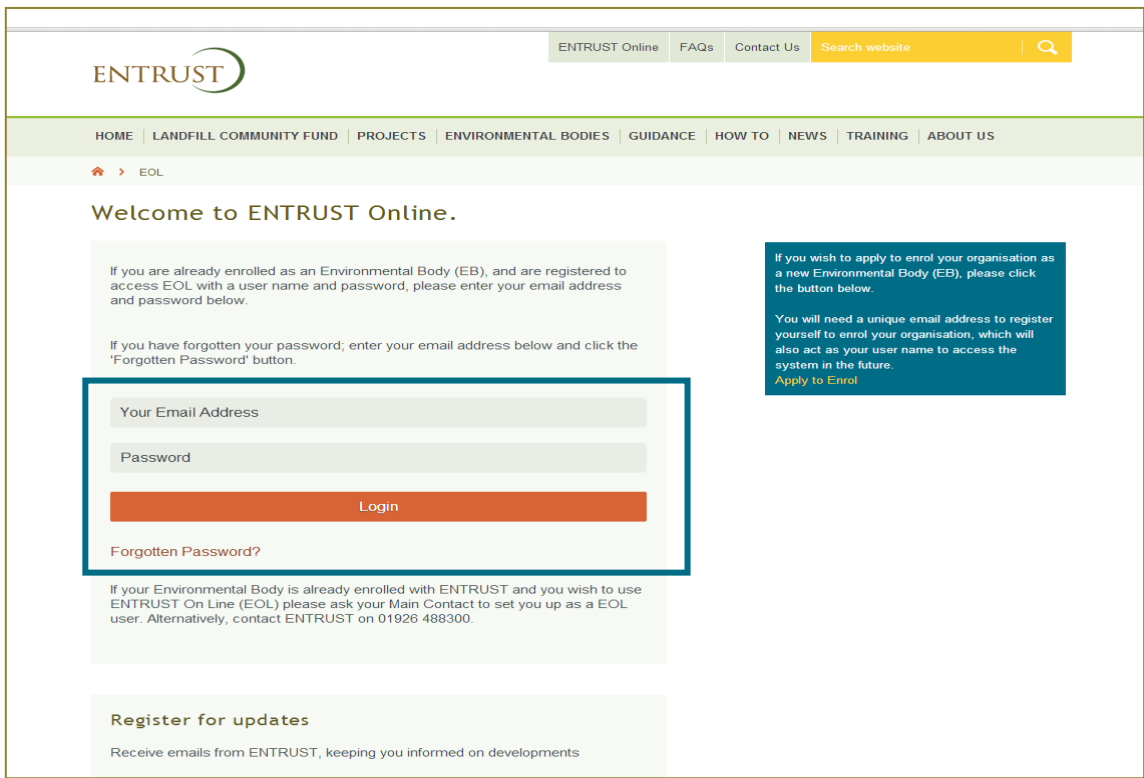
Environmental Body Name:

Register

2.6 You will be taken to a welcome page and a password will automatically be sent to your email address. You can continue the application by clicking on 'Continue Application'.



2.7 If it is more convenient the application can be completed in stages, with your data saved as you progress. If you are not completing the application in one go then simply save the page you are on and exit. You will then be able to log back in by entering your email address and password on the EOL login page. If you have forgotten your password click on the 'Forgotten Password' link and follow the instructions. Not submitted applications will be removed after six months but you can restart the process at any time.



### 3. Completing your application

- 3.1 Complete the 'Basic Details' page of the application. This requires basic information and contact details for your organisation. Press 'Save' and 'Next'. If you select a company or charity as your organisation's type you will be asked to provide your charity or company number. Please ensure this is your organisation's number and not a linked or affiliated organisation's number.

The screenshot shows the 'Basic Details' page of an application form. At the top, there is a navigation bar with tabs: 'Basic Details' (selected), 'Constitution', 'Directors & Contacts', 'Projects', and 'Declaration'. The main content area is titled 'Basic Details' and contains several fields:

- 'What is the full legal name of your organisation?' \* required: Text input with 'Environmental Body' entered.
- 'What is your organisation's trading name (if different from above)?': Text input.
- 'What is the organisation's incorporation type?' \* required: Dropdown menu with 'Please Select' selected.
- 'What date was your organisation incorporated or established?' \* required: Date picker showing 'dd/mm/yyyy'.
- 'Is your organisation VAT registered?': Checkbox, currently unchecked. Next to it is a 'VAT Number (if you are VAT registered)' text input.

Below this are two columns of address fields:

- Contact Address:** Address Line 1 (required), Address Line 2, Address Line 3, Address Line 4, Town, County (required), and Postcode (required).
- Registered Address:** A 'Copy Contact Address' button, followed by Address Line 1 (required), Address Line 2, Address Line 3, Address Line 4, Town, County (required), and Postcode (required).

- 3.2 Answer all questions on the 'Constitution' page. The answers that you provide here must match what is contained in your organisation's governing document. Press 'Save' and 'Next'.

The screenshot shows the 'Constitution' page of the application form. The navigation bar at the top has 'Constitution' selected. The main content area is titled 'Your organisation's Governing Document' and contains a list of nine questions with radio button options for 'Yes' or 'No':

1. In order to enrol as an EB your organisation must be 'not for profit'. Please tick to confirm that your organisation does not make and distribute profits and that there is evidence of this within your governing document. \* required: Yes  No
2. Please tick to confirm your organisation has a clear voting procedure set out within your governing document including that a chairman's casting vote will take place in the case of a tied vote. \* required: Yes  No
3. Please tick to confirm you have a dissolution clause within your governing document confirming that in the event of your organisation disbanding any remaining Landfill Communities Fund monies shall be transferred to another enrolled Environmental Body. \* required: Yes  No
4. Please tick to confirm that your organisation is not owned in whole or in part through a holding company of a Local Authority or Landfill Operator. \* required: Yes  No
5. Please tick to confirm that your organisation's governing document describes a procedure for the the appointment and removal of directors? \* required: Yes  No
6. Please tick to confirm that neither a Local Authority or a Landfill Operator acting on their own can form a majority on the board or management committee. \* required: Yes  No
7. Please confirm the number of individuals (a minimum of 2) required to make committee or board meetings quorate: \* required: Text input.
8. Please confirm the number of individuals who make up your organisation's management committee/board: \* required: Text input.
9. Please also confirm that full details for each management committee/board member has been included within the Directors & Contacts section: \* required: Yes  No
9. Please tick to confirm that you have a clause within your governing document which confirms that the work of your organisation shall not be for the benefit of landfill site operators who may contribute to it nor for the benefit of your Contributing Third Parties (CTPs). \* required: Yes  No

At the bottom, there is a footer: 'Created by: Sam Jones on 04/08/2017 09:52:19; Last updated by: Sam Jones on 04/08/2017 10:01:05' and three buttons: 'Save', 'Back', and 'Next'.

- 3.3 Your organisation's contacts can be added one by one on the 'Directors & Contacts' page. You must provide the details of directors or trustees (depending on your organisation's structure) who can vote on LCF matters. Other contacts can be added as required. Click 'Add Contact' to enter an individual's details. This will take you to a new page for each contact. On the main 'Directors & Contacts' page please also ensure that you have understood and ticked the privacy policy and consent checkbox. Also add the total number of trustees or directors where asked – this should match your governing document and the number of trustees or directors added individually.

The screenshot shows the 'Directors & Contacts' page with a navigation bar at the top containing 'Basic Details', 'Constitution', 'Directors & Contacts', 'Projects', and 'Declaration'. Below the navigation bar is a privacy policy notice. A text input field for the number of directors is set to '0'. Below this is a table of contacts:

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer
Sam Jones	Yes	-	Yes	-	-		Remove

At the bottom of the page, there are buttons for 'Add Contact', 'Save', 'Back', and 'Next'. The 'Add Contact' button is highlighted with a red box.

- 3.4 When adding a new contact, provide the individual's name. If the person wants to login to EOL a box can be ticked which will send them login details automatically if an email address is provided. All registered contacts will be able to log into EOL to review details and to submit new projects but the main contact will be able to undertake more actions on EOL and will receive communications from us. The first main contact will automatically be the individual who registered the organisation but this can be changed by the main contact at any time. There can be only one main contact at any one time.

- 3.5 Further information is required for directors and trustees. If the individual is a director or trustee click 'Yes' and this will bring up further questions asking for the extra information that is required.

The screenshot shows the 'General Details' form for adding a new contact. It includes the following fields and options:

- 1. Title \*required: Please Select (dropdown menu)
- 2. Forename \*required: (text input)
- 3. Surname \*required: (text input)
- 4. Email Address: (text input)
- 5. Is this person the Main Contact? : Only the main contact can amend the EB details and change/add other contacts. You can only have one main contact. Other users can view the EB details and complete project returns.
- 6. Will this person log on to EOL and submit information about your organisation: Yes  No
- 7. Is this person a member of your organisation's managing committee or a director or governing member? If yes please complete Q.8 to Q.16 below. (You will need to enter additional details for all of the directors) \*required:  Yes  No

At the bottom of the form, there are buttons for 'Save' and 'Back to Listing'. The 'Yes' radio button for question 7 is highlighted with a red box.

3.6 We require the following information for directors and trustees:

- Address;
- Telephone number;
- Date of birth;
- Role in the organisation;
- Whether they are employed and what their occupation is;
- Whether they are a councillor with a Local Authority or employed by a Landfill Operator;
- and
- Whether they are an excluded individual. The blue 'i' information circles can provide more information if needed.

8. What is this person's date of birth? (DD/MM/YYYY):  
  
(dd/mm/yyyy)

9. What is this person's home address?  
Address Line 1 \* required  
  
Address Line 2  
  
Address Line 3  
  
Address Line 4  
  
Town  
  
County

Postcode \* required

Telephone number

10. What is this person's role within your organisation? \* required

11. Is this person an excluded individual? \* (An excluded individual is someone who: (a) controlled or was concerned in the management of an Environmental Body that was involuntarily revoked; (b) has been convicted of an indictable offence; (c) is disqualified for being a charity trustee or a trustee for a charity; (d) is connected with any of the persons or bodies mentioned above; or (e) is incapable by reason of mental disorder) \* required   
Yes  No

12. What is this person's occupation? \* required

13. Is this person currently employed within or outside your organisation? \* required Yes  No

15. Is this person a serving Councillor with a Local Authority and/or employed by a Landfill Operator? \* required  
Yes  No

16. Does this person have a right to vote in your organisation's committee meetings? \* required Yes  No

Created: Sam Jones on 04/06/2017 09:52:19. Last updated Sam Jones on 04/06/2017 10:01:26

3.7 Once all information has been completed click 'Save'. This will return you to the main 'Directors and Contacts' page to add another contact. Once all the contacts have been added click 'Save' and 'Next'.

3.8 The next page is the 'Projects' page. Projects must be for work covered by one of the objects of the LCF and these are listed in the top section of this page. Objects are the five main areas of work that qualify for funding under the LCF. For more information on the objects of the LCF please see our [website](#). Tick what type of project(s) your organisation will be undertaking. The object(s) ticked must match the objectives of your organisation as set out in your governing document. On this page you will also be asked to confirm whether you have received an offer of funding. As mentioned above, we recommend that you have already received an offer of funding before applying to enrol. If you need further advice on this issue please call the Registrations team (contact details are provided in 1.8) or see our [website](#).



[Basic Details](#) > [Constitution](#) > [Directors & Contacts](#) > **Projects** > [Declaration](#)

**What types of projects will your Environmental Body undertake?**  
 You can select one or more of these (\* required)

A. Remediation of Land                       B. Reduction of Pollution  
 D. Public Parks and Amenities               DA. Conservation of Biodiversity  
 E. Religious Buildings or Buildings of Architectural or  
 Historic Interest                                     

Please provide a brief summary of types of projects you intend to submit:

Please confirm that your organisation has received an offer of LCF funding: (\* required)

Yes  No

Please state which funder your offer is from: (if yes \* required)

Created by: Sam Jones on 04/08/2017 09:52:19; Last updated by Sam Jones on 04/08/2017 10:01:05

3.9 Click 'Save' and 'Next'.

3.10 The final page is the 'Declaration' page. This is where your governing documents can be uploaded if you have electronic versions. To do this click 'Browse' to find the document on your computer then click 'Upload' to complete. Repeat this until all documents are uploaded. You will see the documents listed as they are uploaded. If you do not have electronic versions then please post the documents to us (address provided in 1.8).

**Documents**

You can either upload your documents online or send them to us through the post.

**Please note:** each uploaded document must not exceed 10MB in size and must be in one of the following formats:

- Word(.doc or .docx)
- Excel(.xls or .xlsx)
- Rich text format(.rtf)
- Portable document format(.pdf)
- Joint Photographic Experts Group(.jpg)

No Results Found

Constitution:

To upload a file click Browse to locate the file on your computer then click Upload.

3.11 Check the tick-box to confirm your agreement with the declaration. Also ensure that the checklist is completed.

**To the best of my knowledge and belief, the information on this form is true.**

**I am authorised by *The Holly Walk Cooperative* to sign this declaration.**

Please tick the box to make this declaration  \*required

**Next Steps**

	Complete	Received by ENTRUST
Kept a copy of this form for your records? * required	<input type="checkbox"/>	
Included a copy of your governing document with your not for profit clause, voting procedure, quorum requirements, no benefit to landfill operator or CTP clause, and dissolution clause clearly highlighted? * required	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed either a cheque for £100 made payable to ENTRUST or provided a BACS payment to Account Number 40525685 Sort Code 20-55-59 in payment of your enrolment fee. Your application cannot be processed until this payment is received. * required	<input type="checkbox"/>	<input type="checkbox"/>
In addition to contact from ENTRUST staff we use a generic email address to contact your main contact. Please ensure that you have added 'LCF@enews.entrust.org.uk' to your email contacts list to ensure you receive emails from us. * required	<input type="checkbox"/>	

- 3.12 At this stage you can download or print a PDF copy of the form 1 and the details entered by clicking the print button on the bottom right hand side of the page. You will also receive a copy of the completed form 1 via email once you have submitted your application.

**Please Note: when your details are complete, please click "Submit to ENTRUST".**

You will not be able to change details once you have submitted.

You will receive an e-mail from ENTRUST acknowledging receipt of your application to Enrol.

Created Sam Jones 01 Jan 2009; Last updated John Smith 04/08/2017 10:01:05

[Save](#) [Back](#) [Print](#) [Submit to ENTRUST](#)

- 3.13 Click 'Save' and 'Submit to ENTRUST'. Once your enrolment application has been submitted you will not be able to make changes to your application on EOL but you can email or call us to inform us of any changes you need to make (contact details are provided in 1.8).

**Please Note: when your details are complete, please click "Submit to ENTRUST".**

You will not be able to change details once you have submitted.

You will receive an e-mail from ENTRUST acknowledging receipt of your application to Enrol.

Created Sam Jones 01 Jan 2009; Last updated John Smith 04/08/2017 10:01:05

[Save](#) [Back](#) [Print](#) [Submit to ENTRUST](#)

- 3.14 Once submitted, the following message will appear.

DASHBOARD | **YOUR DETAILS** | YOUR PROJECTS

DETAIL | ANNUAL RETURNS | CONTRIBUTION | FUND TRANSFERS

🏠 > DASHBOARD > DETAIL

✔ **Your application was submitted successfully**

**Submission Complete**

[Basic Details](#) > [Constitution](#) > [Directors & Contacts](#) > [Projects](#) > [Declaration](#)

Your application has been submitted to ENTRUST.  
ENTRUST will contact you shortly regarding the status of your enrolment.  
Click [Here](#) to return to your dashboard

- 3.15 You will need to make a payment of a £100 administration fee. You can either pay this by BACS (details available on the Declaration page) or by a cheque made payable to ENTRUST. We recommend you use the BACS payment method as it is a much quicker and safer method.

- 3.16 If you require any assistance please contact the Registrations team on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk). If you need to post any documents to us the address is ENTRUST, 60 Holly Walk, Leamington Spa, CV32 4JE.