Guide to Form 2: Applying to register a project

Submitting a project application through ENTRUST online (EOL)

April 2021

1.   Introduction

1.1   It is a regulatory requirement for all Environmental Bodies (EBs) to register a project with ENTRUST and receive project approval before project works begin and Landfill Communities Fund (LCF) monies are spent on that project. EBs apply to register a project on a Form 2: Applying to register a project.

1.2   You are able to submit your Form 2 on ENTRUST online (EOL).You are required to provide general and object specific information depending on the type of LCF object the project falls under. For example, if you are applying to register an object D: Park or Other Public Amenity project you will have to provide information on the type of amenity and how it is open to the public and so on in addition to a cost breakdown of the works to be undertaken and location information amongst others.

1.3   This guide provides you with the steps you should follow to submit your project application to us using EOL. It should be read in conjunction with our guidance (Part 4 – submitting a project) and our framework for reviewing high-risk projects, available on our website.

1.4   If you need assistance at any point, please contact the Registrations team on 01926 488 300 or by emailing helpline@entrust.org.uk.

2.   Registering to use EOL

2.1   To use EOL you need to have login details to access the system. If you do not have login details, speak to the main contact of your EB who can set you up as an EOL user. You will need an email address. When they have done this, you will receive an email confirming your password.

2.2   If your EB's main contact is unable to do this for you then contact the Registrations team on 01926 488 300 or by emailing helpline@entrust.org.uk and they will be able to set you up as an EOL user.

3.   Login to EOL

3.1   Go to EOL   (eol.entrust.org.uk/)

3.2   Or got to our website (www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see below)
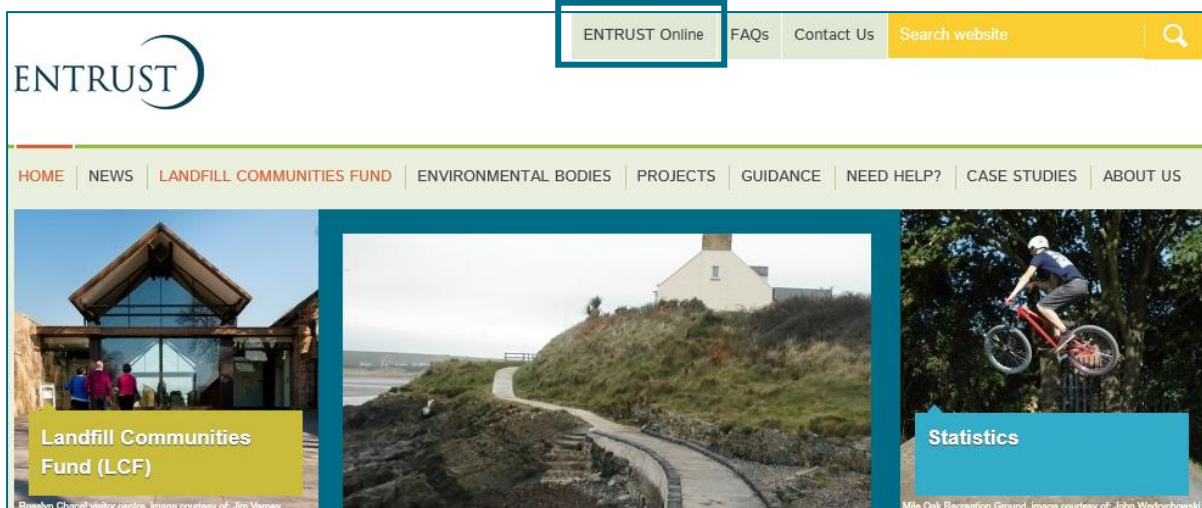
3.3 You will then be taken to the EOL login page.

3.4 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.
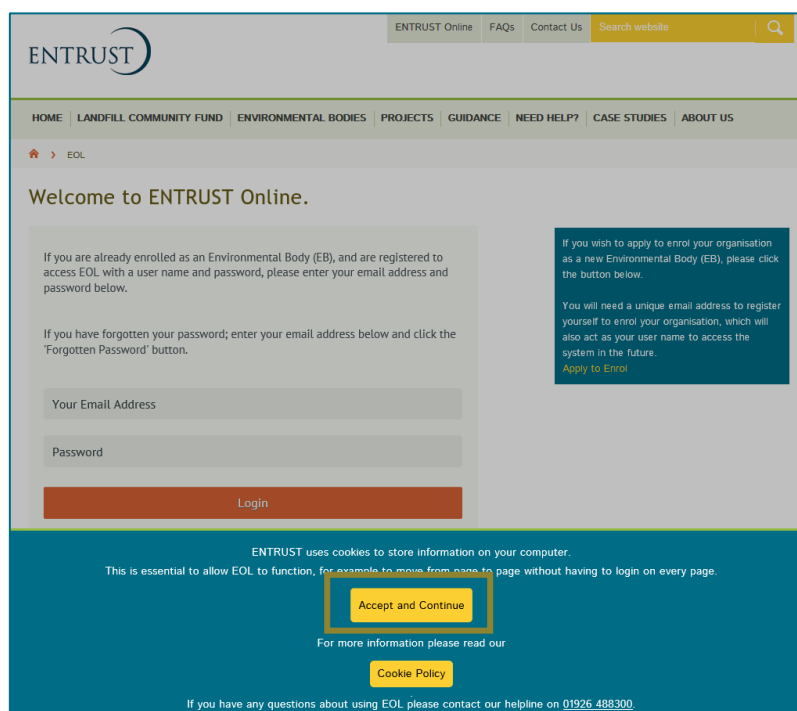

3.5 Enter your email address (user name) and password in the appropriate box and click the 'Login' button. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.
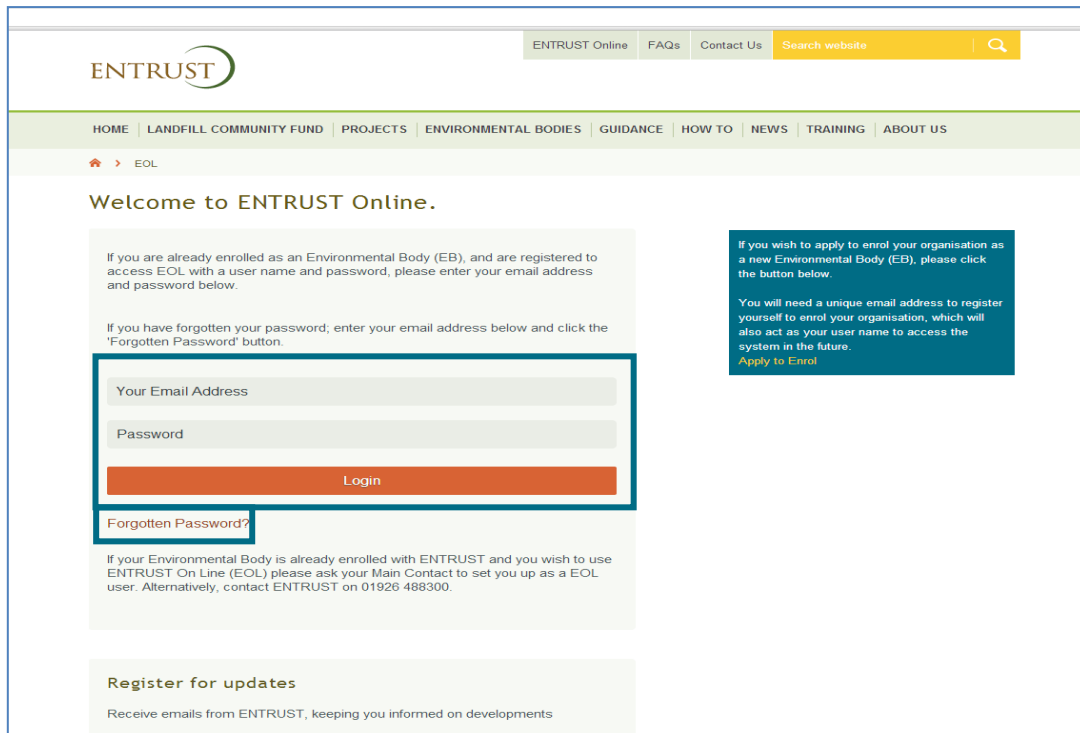
3.6   Having logged in you will be taken to the dashboard for your EB. The dashboard is the home page for your EB and contains links to all the functions in EOL available to an EB.

4.   Submit a project application

4.1   From your dashboard click on 'Enter New Project' at the bottom of the dashboard (as highlighted below).
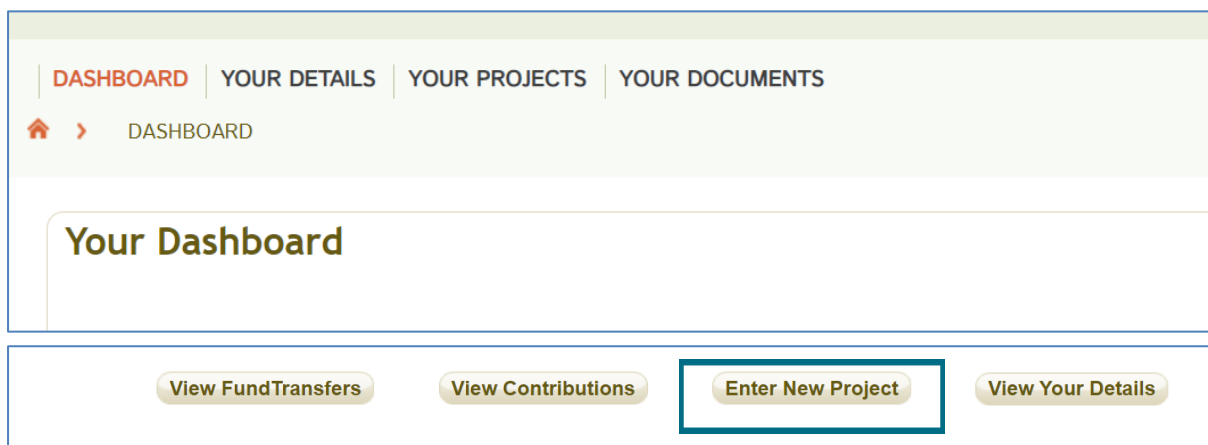
4.2   This will then take you to the 'New Project' page. To start entering a new project application complete the required information in each section, starting with the type of project you are submitting. You will only be able to select a project type that matches the objects of your organisation as declared on your EB enrolment application. Choosing the right type will ensure that the 'Specific Details' page is correctly selected by our system. Throughout the form the blue 'i' circles will provide more information on certain questions; use your mouse to hover over them for the information to appear.

New Project

Please Note: You can save your details at any time using the "Save" button, and continue later.

When your details are complete, please click "Submit to ENTRUST" on the declaration page.

Read our guide on how to complete this form

General Details ⊙ Finance ⊙ Specific Details ⊙ Declaration

Project Details

Environmental Body (EB):
Amenity Centre Charity

Object Type *required
E. Religious Buildings or Buildings of Architectural or Historic Interest ⌄

Title of the Project ⓘ *required   EB Reference ⓘ

A brief summary of the aims of your project *required

4.3   You will then be required to complete the following fields:
- Project title;
- Brief summary of the project and its aims;
- Estimated start and finish dates (the project must take place between these dates – if you need to extend the end date at a future point after approval, see Section 5 of this document);
- Optional section (for funding EBs only) - If another EB is required to report expenditure against this project you will need to allocate the project to that EB now. This can arise when your EB will hold the project approval but another EB is completing or part-completing the project. You will need the other EB's enrolment number. A box for the number will appear when the allocation box has been ticked (see below);
- Project location; and
- Project postcode.

Allocation of Project to Another EB ⓘ

Do you wish to allocate this project to another EB?   ☑

Enter EB Number   [   ] Check EB Number

EB Name   Add EB

4.4   To continue entering the project details click on the 'Next' button. This will automatically save what you have already entered. You can also click the 'Save' button if you wish to complete the project application at a later time. This can be done at any point in the form, simply 'Save' to keep all the information you have already entered and return to it at a later point using your EOL login details.

4.5   Enter the following information on the 'Finance' page of the form:

- Total Project Cost: this is the total cost of your project including any funds from other sources;
- LCF Contribution: this is the amount of LCF monies to be spent on the project;
- Derived Income: this is any income that may be generated annually by the LCF project post completion, for example admission charges and hire charges;
- Cost breakdown: see section 4.6 of this document for more detail;
- Your LCF funder (who you are receiving the money from);
- Confirmation that you have or will have sourced all additional (non LCF) funds for the project;
- Confirmation that you will follow ENTRUST's guidance on obtaining tenders and quotes before LCF money is spent;
- Confirmation that any assets created will be monitored and protected correctly (if the project is creating or purchasing an asset) and storage arrangements for portable assets; and
- Any connected parties: a connected party is defined as any individual or organisation related or linked to the EB. See our guidance for further information.

4.6   You need to provide a complete, clear and detailed cost breakdown of what you wish the LCF to fund. This is a key element of your project as it is how your potential works are assessed against the Landfill Tax Regulations (Regulations) to ensure the project is for works that comply with the Regulations and is the mechanism for ENTRUST's regulatory approval of the works. To add your cost breakdown enter the amount into the box. Enter what that amount is to be spent on in the corresponding box and click in the asset box if the item you are purchasing is an asset. Then click on the 'Add' button (see the highlighted section below). The item will appear in the box below. If you have more than one item to add continue to enter the rest of your cost breakdown until the amount you have entered in the LCF Contribution box matches the total amount in the cost breakdown section. For more information on spending LCF monies including the rules regarding assets please see our guidance.

4.7   If your own organisation is carrying out any of the works to be funded and intend to cover the staff costs from LCF funds, please ensure this is made clear in the cost breakdown. If this is not indicated it will be assumed that the work is to be completed by third-party contractors.

Financial Details

Please do not enter £ in these boxes.

Total Project Cost * required   LCF Contribution * required   Derived Income

[ ] (i)   [ ] (i)   [ ] (i)

Cost Breakdown (i)

Please provide a cost breakdown, outlining what the LCF funds are to be spent on. * required

Amount   To be spent on   Asset
[ ]   [ ]   [ ]   Add

Please state the LCF funder for this project. * required
[ ]

If the LCF is not funding 100% of the project, is all additional funding for this project secured? * required

Yes ○ No ○ N/A ○

Where funding remains unsecured, are there plans in place to secure funding for the outstanding project costs?

Yes ○ No ○

Will ENTRUST's guidance on tendering or obtaining quotes (as necessary) for this project be followed? * required (i)

Yes ○ No ○

Will any assets purchased or created by this project be handled according to the ENTRUST guidance on protection and monitoring? * required (i)

Yes ○ No ○ N/A ○

If this project is purchasing or creating any portable assets please confirm the storage and security arrangements here.

[   ]

Are any payments being made to connected parties for project goods and services? A connected party is any individual or organisation related to or linked to the EB.If so please provide details.

[   ]

4.8   Click 'next' to get to the 'Specific Details' page. The object your project falls under will determine the information you are required to complete on the 'Specific Details' page.

4.9   You will need the following information:
- Nearest landfill site;
- Distance from landfill site; and
- Postcode of landfill site.

The rest of the information required is dependent on the type of project. Please complete all fields.

4.10   Once you have completed the 'Specific Details' page click on the 'Next' button and continue onto the 'Declaration' page. You will need to select the appropriate Income Derived statement from the two options listed. For more information on Income Derived please see our guidance (Part 5.2). Read the remaining statements contained on this page.

Please confirm each of the following statements by ticking the declaration box at the bottom.

Any breach of these declarations could result in the Environmental Body's revocation and/or recovery of Landfill Communities Fund (LCF) monies. If you are unable to confirm any of the following points, please contact ENTRUST or attach further details.

○ I confirm that any income generated by this project will be re-invested in the maintenance and operation of this project and as such does not need to be reported to ENTRUST on the Form 4: Annual Return.

OR

○ The income generated from this project is expected to exceed the level needed to maintain the project. This excess will be reported to ENTRUST on the Form 4: Annual Return and the excess monies will only be spent on approved LCF objects.

4.11   Once you are happy that you have completed all of the required information and the statements are correct, check the tick box at the bottom of the screen and click on the 'Submit to ENTRUST' button. On this page you can opt to download or print a copy of your form by clicking the 'Print' button. Your Main Contact will also have been emailed a copy of the form. Once submitted you will not be able to make any changes to your project submission on EOL. If you would like to or need to make any changes please contact us on 01926 488 300 or by emailing helpline@entrust.org.uk.

To the best of my knowledge and belief, the information on this form is true. I am authorised by:

Name of Organisation
Amenity Trust

Please tick box to accept the declaration above and submit this information to ENTRUST ☐

If you wish to make any further changes to your submission please contact ENTRUST Registrations team on 01926 488300. Any significant changes in the project after approval should also be notified to ENTRUST.

Created by: Test Test on 26/10/2020; Last updated by Test Test on 26/10/2020   Submit to ENTRUST   Save   Back   Print

4.12   You will receive an on-screen confirmation message stating that the application has been submitted successfully.

4.13   Your project can now be viewed from your dashboard and will be displayed as follows:

Projects

Current unsubmitted, submitted and pended projects for your Environmental Body

Page selection: 1

Name		EB		EB Ref	Status	Created By	Submitted		No.	
New roof for village hall..		Village Hall Charity			Submitted	Mark Smith	19/04/2021		2	

Page selection: 1

Your newly submitted project will have 'submitted' as its status. If this changes to 'pending' please check your email as we will have sent you a request (to your Main Contact's email address) for further information or to arrange a pre-approval review (for a project considered high-risk). Once your project application has been approved it will no longer show on your dashboard and can be viewed by clicking on the 'Your Projects' tab at the top of every page. An email confirming the approval will be sent to the main contact at your EB.

4.14   If you have any problems submitting a project application please contact the Registrations team as soon as possible on 01926 488 300 or by emailing helpline@entrust.org.uk. Your project must be approved before any project expenditure is incurred. **If there are changes to the project or project details after it has been approved by ENTRUST, these must be advised to us before the amended works take place and before any money is spent by emailing helpline@entrust.org.uk in order to obtain approval.**

4.15   The next section is for those that require an extension to the end date provided in the 'General Details' page as described in Section 4.3. If your project will be completed by the date given then you do not need to apply for an extension; this includes payments from funders which must take place within the start and end dates for the project. If you require an extension follow Section 5 below. You need to monitor your project following approval to ensure that it will complete before the estimated end date; if it becomes apparent that this deadline cannot be met you must request an extension.

5   To apply for an extension for your project

5.1   A project approval is only valid for the duration up to the expected completion date which you provided at the original submission. If your project is going to take longer to complete than stated on your original approved application including any payments from your funder, you will need to extend the completion date before the current end date expires. We advise that you are realistic regarding any potential delays to your project as it is unlikely that we will extend a project for more than double its original length. Extending an end date can be done by finding the approved project on the 'Your Projects' tab. Click on the project name and that will take you to the 'General Details' page for that project.

5.2   Click on the 'Revise End Date' button. The following box will appear under the original:

5.3 Enter the revised end date for the project. This must be within 3 months of the original end date. Select a reason for the extension from the dropdown list and then click on the 'Add Revised End Date' button. EBs can revise a project's end date for up to 3 months only once. If you require an extension for longer than 3 months or require a second extension please contact the Registrations team on helpline@entrust.org.uk.

5.4 Your project end date will be automatically changed and displayed on the 'General Details' screen as follows:

5.5 If you have any problems submitting a project extension request please contact the Registrations team as soon as possible on 01926 488 300 or by emailing helpline@entrust.org.uk.

ENTRUST
April 2021