



## **Guide to Form 2: Applying to register a project**

### **Submitting a project application through ENTRUST online (EOL)**

**March 2018**

## 1. Introduction

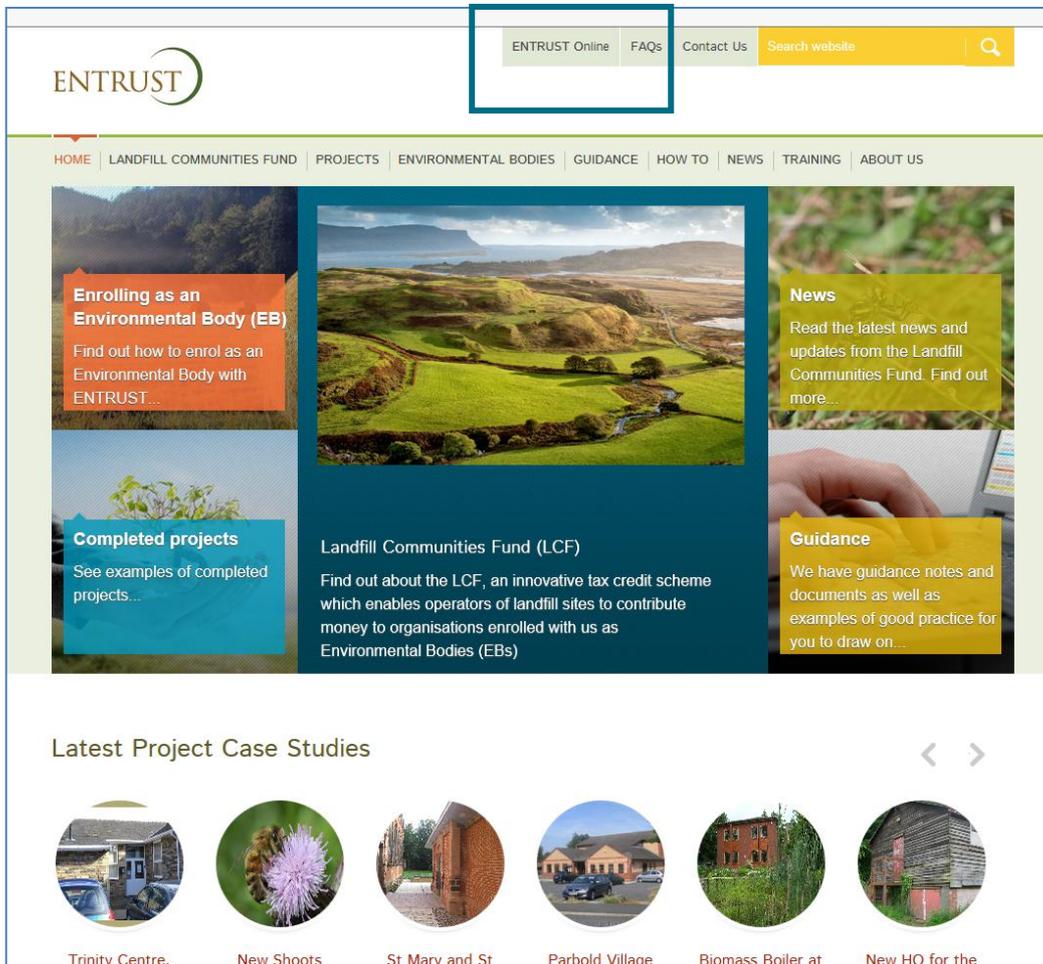
- 1.1 It is a requirement for all Environmental Bodies (EBs) to register a project with ENTRUST and receive project approval before Landfill Communities Fund (LCF) monies are spent on that project. EBs can apply to register a project on a Form 2: Applying to register a project.
- 1.2 You can submit your Form 2 on [ENTRUST online \(EOL\)](#) .You are required to provide 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 so on.
- 1.3 This guide provides you with the steps you should follow to submit your project application to us using EOL.
- 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](mailto:helpline@entrust.org.uk). Our guidance can also be found on our [website](#).

## 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](mailto:helpline@entrust.org.uk) and they will be able to set you up as an EOL user.

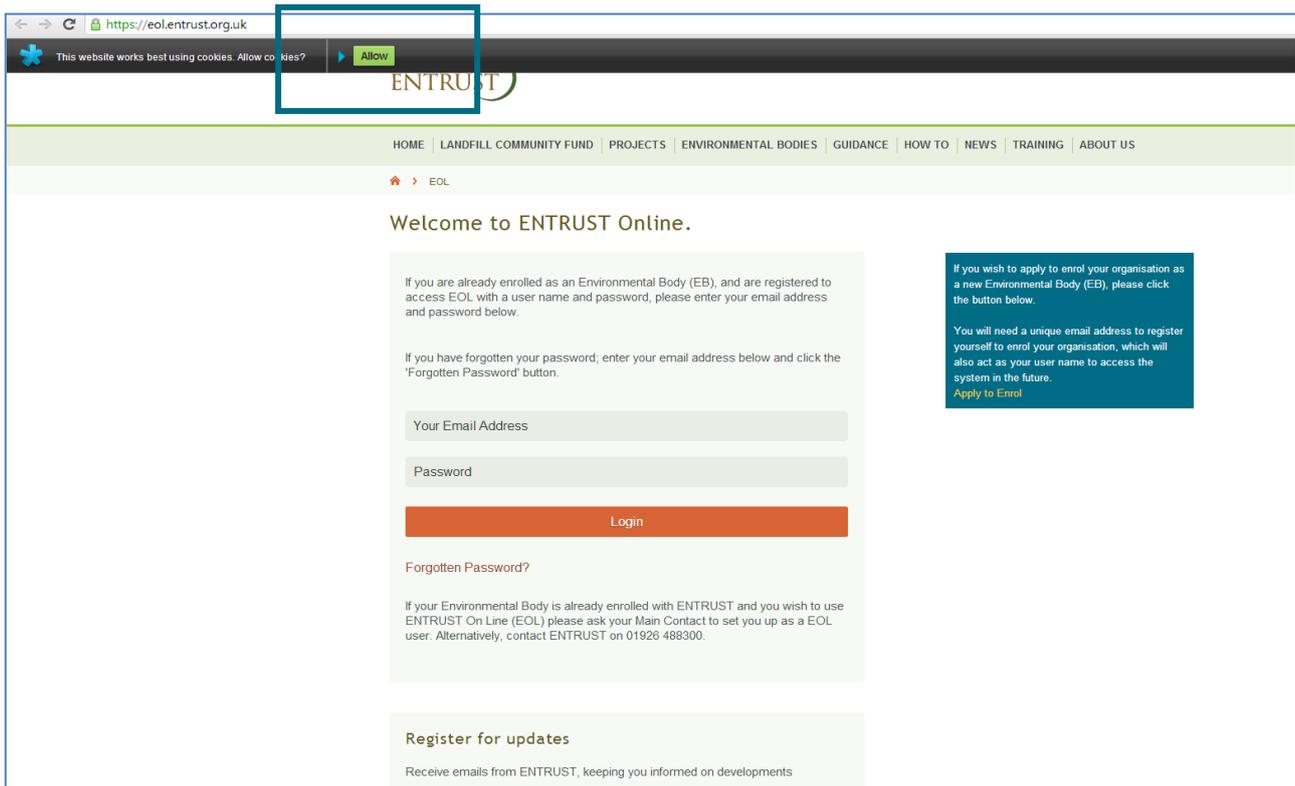
## 3 Login to EOL

- 3.1 Go to [EOL](http://eol.entrust.org.uk/) ([eol.entrust.org.uk/](http://eol.entrust.org.uk/))
- 3.2 Or got to our [website](http://www.entrust.org.uk) ([www.entrust.org.uk](http://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 please ensure you click on the 'Allow' button at the top of the page to allow cookies before attempting to login. Cookies are small files that websites use to improve the usability of a site. You will only need to do this once.



- 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.

The screenshot shows the ENTRUST Online login page. At the top, there is a navigation bar with the ENTRUST logo and links for 'ENTRUST Online', 'FAQs', 'Contact Us', and a search bar. Below this is a secondary navigation bar with links for 'HOME', 'LANDELL COMMUNITY FUND', 'PROJECTS', 'ENVIRONMENTAL BODIES', 'GUIDANCE', 'HOW TO', 'NEWS', 'TRAINING', and 'ABOUT US'. The main content area is titled 'Welcome to ENTRUST Online.' and contains a login form. The form has two input fields: 'Your Email Address' and 'Password', followed by an orange 'Login' button. Below the form is a 'Forgotten Password' link. To the right of the form is a blue callout box with the text: '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'. At the bottom of the page, there is a 'Register for updates' section with the text: 'Receive emails from ENTRUST, keeping you informed on developments'.

- 3.6 Having logged in you will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

## 4 Submit a project application

- 4.1 From your dashboard click on 'Enter New Project'.

**Your Dashboard**

Your Environmental Body has been enrolled with ENTRUST

ANNUAL RETURNS 2013/14 - Your organisation's statutory annual return must be submitted by 28 April 2014. You are required to complete an annual return even if you have not received or spent, or do not hold, any LCF funds. The failure to submit a return by the due deadline may result in enforcement action being taken against your organisation.

You can complete and submit your annual return through ENTRUST online (EOL) which will pre-populate many of the fields for you.

LEVY 2014/2015 - The amount payable to ENTRUST on contributions received directly from Landfill Operators on or after 1 April 2014 is 2.17%. Please select the year 2014/2015 for contributions received from this date.

PROJECT APPLICATIONS - From 1 April 2014, you now only need to answer the last three questions in the Value and Volunteering section of the project registration form:

- Number of volunteers expected to help in the delivery of this LCF project
- Number of youth volunteers working on this project
- Number of youth volunteering days created by this project

We will be updating the forms within EOL shortly to remove the questions no longer requiring completion

If you need any advice on matters relating to EOL you can find training material on how to submit forms online at our website: <http://www.entrust.org.uk/training>

**Projects**

Current projects for your Environmental Body

Page selection: 1

No Results Found

Page selection: 1

**Extension Requests** [Print](#)

No Results Found

[View Fund Transfers](#) [View Contributions](#) [View Annual Return](#) [Enter New Project](#) [View Your Details](#)

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.

**General Details** > **Finance** > **Value** > **Specific Details** > **Declaration**

**Project Details**

Environmental Body (EB):  
ENTRUST Test EB

Object Type \* required  
D. Public Parks and Amenities

Title of the Project \* required EB Reference

A brief summary of the aims of your project \* required

Estimated Start Date \* required Estimated End Date \* required  
Select Month Select Year Select Month Select Year

**Allocation of Project to Another EB**

Do you wish to allocate this project to another EB?

**Project Location**

Project Address \* 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;
- (Optional) 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 you would like to put towards the project;
- Derived Income: this is any income that may be generated by LCF monies including admission charges and hire charges;
- Cost breakdown: see section 4.6 of this document for more detail; 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 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. 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](#).

[General Details](#) > [Finance](#) > [Value](#) > [Specific Details](#) > [Declaration](#)

### Financial Details

Please do not enter £ in these boxes.

Total Project Cost \* required  LCF Contribution \* required  Derived Income

### Cost Breakdown

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

Amount  To be spent on  Asset

Amount	To be spent on	Asset	
£5,000.00	fittings	-	<a href="#">Remove</a>
£5,000.00	materials	-	<a href="#">Remove</a>
£5,000.00	labour	-	<a href="#">Remove</a>
<b>Total</b>	<b>£15,000.00</b>		

4.7 Click 'Next' and you will be taken to the 'Value' page where details of any volunteering opportunities available through the project can be included. There are three questions to answer. Add the numbers into the three boxes, please place a '0' in the box if the answer is none. Click 'Next' to go to the 'Specific Details' page.

4.8 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. Read the statements contained on this page before checking the tick box at the bottom of the screen.

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 the amenity will not be operated for 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 Environmental Body (EB) as LCF-derived funding.

I confirm that any assets or proportion of assets purchased with LCF monies will be protected to ensure that no future actions result in LCF monies being lost from the fund.

I confirm that any Contributing Third Party for this project will neither make a contribution which is derived from LCF monies nor receive a unique benefit from any from any project run by the EB.

I confirm that there will be no unique benefit to any Landfill Operator who has made a contribution to the EB.

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, to which the Landfill Operator is a party, made under:

- Section 106 of the Town and Country Planning Act 1990;
- Section 75 of the Town and Country Planning (Scotland) Act 1997; or
- Article 40 of the Planning (Northern Ireland) Order 1991.

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.

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

Name of Organisation  
ENTRUST Test EB

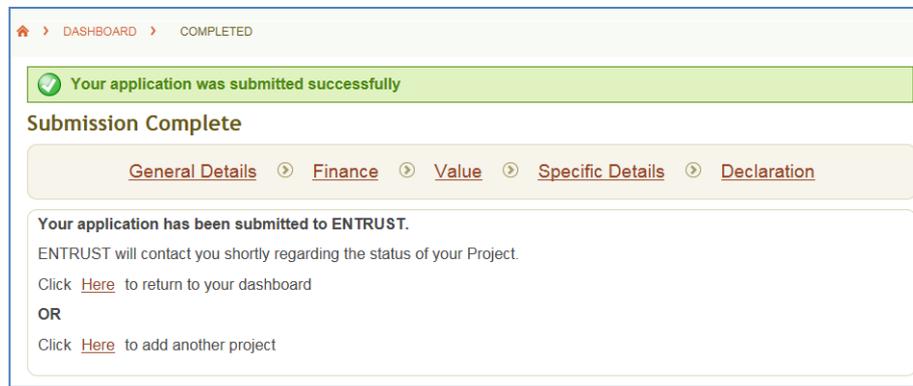
Please tick box to accept the declaration above and submit this information to ENTRUST

**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.**

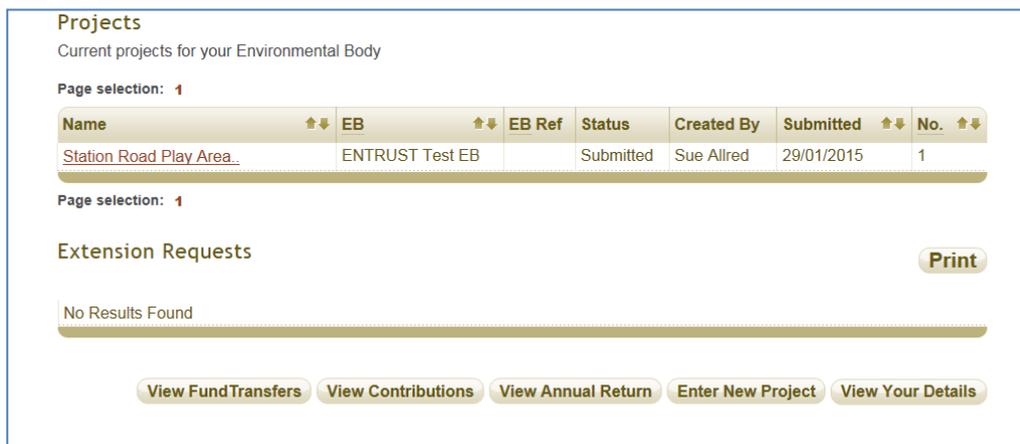
Created by: Sue Allred on 29/01/2015; Last updated by Sue Allred on 29/01/2015

**Submit to ENTRUST** Save Back Print

- 4.11 Once you are happy that you have completed all of the required information 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. Once submitted you will not be able to make any changes to your project submission on EOL. If you would like to make any changes please contact us on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).
- 4.12 The following message will be displayed once you have submitted your project successfully to ENTRUST.



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



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 for further information. 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 the page. An email confirming the approval will be sent. Emails are 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](mailto:helpline@entrust.org.uk). Your project must be approved before any project expenditure is incurred.

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.

## 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 application, you will need to extend the completion date. This 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.

General Details > Finance > Value > Specific Details > Declaration

**Project Details**

Environmental Body (EB):  
ENTRUST Test EB

Object Type \* required  
D. Public Parks and Amenities

Title of the Project \* required  
Station Road Play Area

EB Reference

A brief summary of the aims of your project \* required  
Construction of a new, exciting and inclusive children's play area on Station Road park.

Estimated Start Date \* required  
March 2015

Estimated End Date \* required  
May 2015

**Revise End Date**

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

**Revised Estimated End Date**

You are able to extend your project end date by a maximum of three months from the original estimated end date if the reason you require more time to complete your project is one of the reasons specified in the drop down menu. For an extension in excess of three months, or if there is another reason why you need more time to complete your project, please contact the Registrations team

Revised End Date \* required  
Select Month Select Year

**Add Revised End Date**

Reason for Extension \* required  
Please Select  
Project works delayed by bad weather  
Project works delayed by other events e.g. sports season or bird nesting  
Unplanned additional work required  
Specialist contractors unavailable  
Project completed but final LCF payment not yet made  
Funding shortfall

**Allocation of Project to Another EB**

Do you wish to allocate this project to another EB?

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 01926 488 300 or [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).

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

Estimated Start Date \* required  
March 2015

Estimated End Date \* required  
May 2015

**Revise End Date**

**The deadline has already been extended once. Please contact ENTRUST to request another extension.**

**Revised Estimated End Date**

Estimated End Date	Created Date	Reason	Set By
8/2015	29/01/2015 15:22:39	Project works delayed by bad weather	Sue Allred

5.5 If you have any problems submitting a project extension application please contact the Registrations team as soon as possible on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).