



Guide to Form 9: Project Completion Form

Submitting a project completion form through ENTRUST online (EOL)

July 2018

1. Introduction

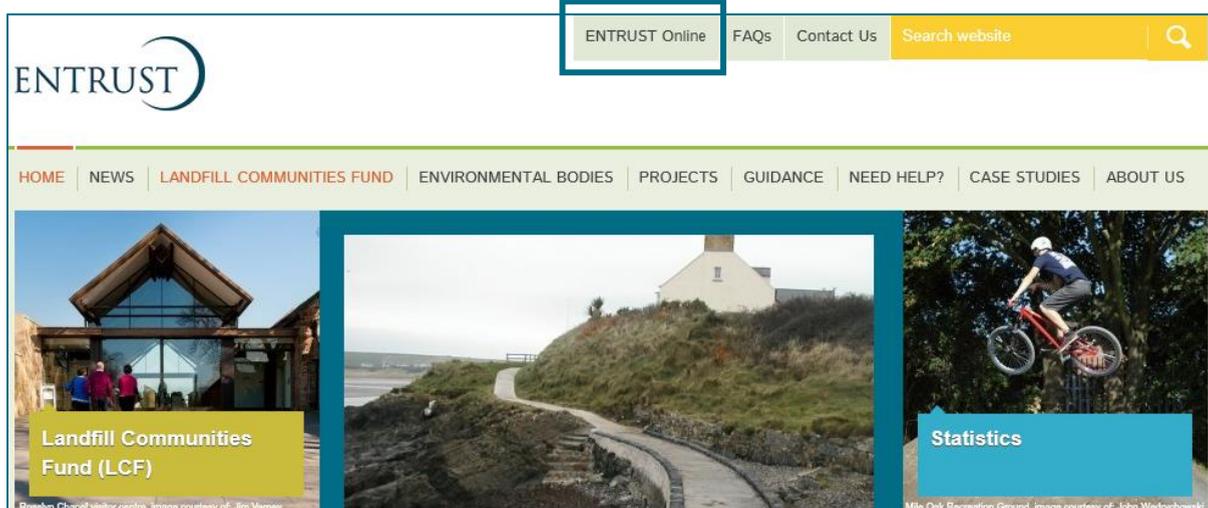
- 1.1 You are required to submit a project completion form for each project which has completed during the year. The project completion form assists us in monitoring over-running projects and enables project applicants to inform us as soon as a project has completed (rather than waiting until submission of the Statutory Annual Return (Form 4)), which may be up to 12 months following completion of the project). The project completion form also enables us to ask the Value For Money (VFM) questions after the project has finished.
- 1.2 As an Environmental Body (EB) completing a project completion form online you will find that any relevant project information which has already been provided to us will be pre-populated in the form for that project.

2. Registering to use EOL

- 2.1 You need to have an EOL user logon to access the system. If you do not have a logon, speak to the main contact of your EB who can set you up as an EOL user. When they have done this you will receive an email confirming your user name and 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 and they will be able to set you up as an EOL user.

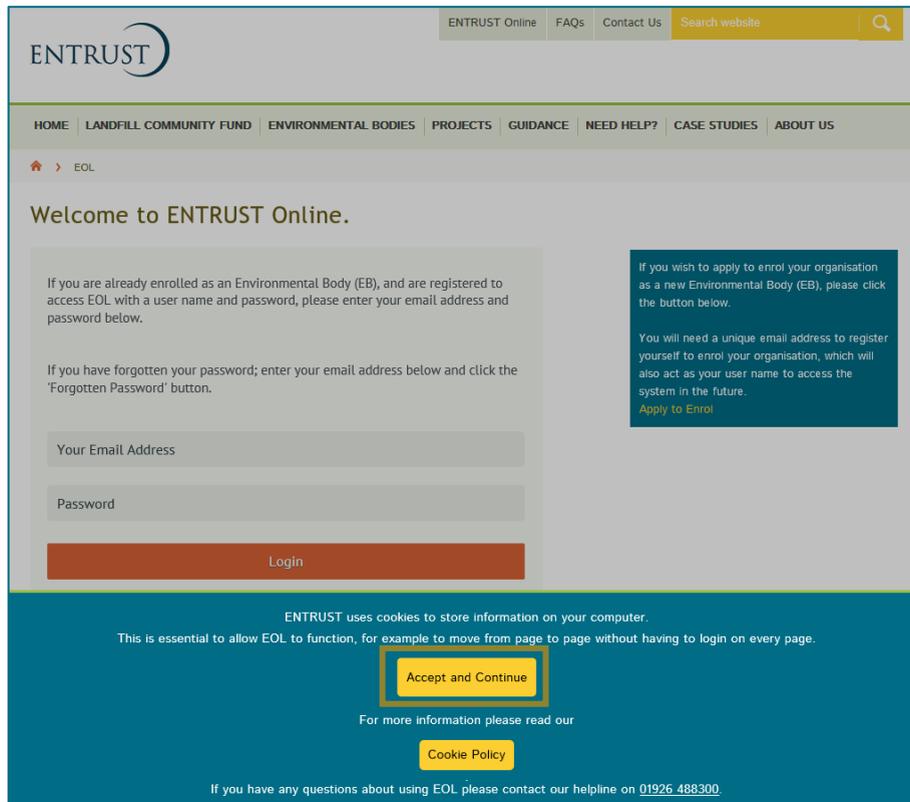
3. Log on to EOL

- 3.1 Go to [EOL](https://eol.entrust.org.uk/) (<https://eol.entrust.org.uk/>)
- 3.2 Or go to our [website](http://www.entrust.org.uk) (www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see diagram below).

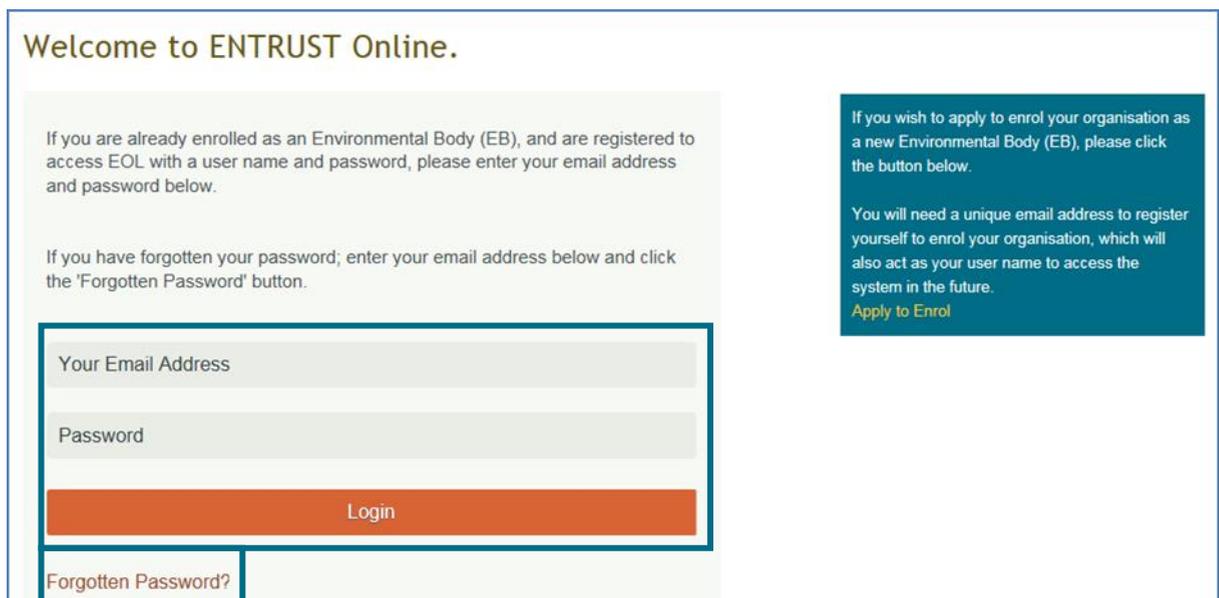


- 3.4 You will then be taken to the EOL log on page.

- 3.5 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](#).



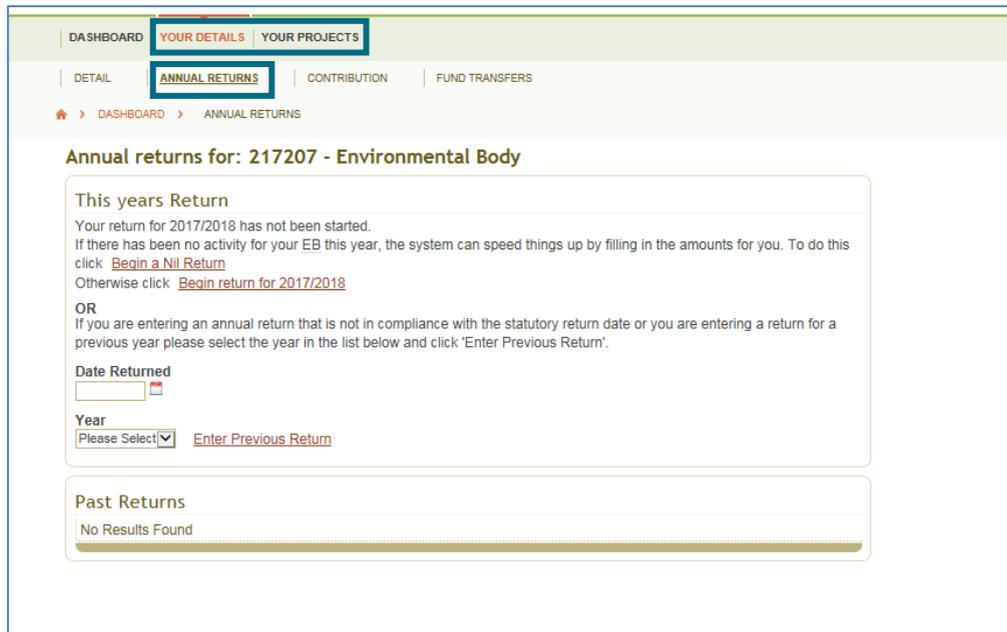
- 3.6 Enter your email address (user name) and password in the appropriate box and click on login. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



- 3.7 You will be taken to the dashboard for your EB.

4. How to generate a Project Completion Form

- 4.1 To generate a project completion form you must first complete the project by entering the last payment date on the project breakdown screen on your Annual Return (Form 4). Access your Annual Return via the dashboard where you will see a link: 'Go to your Annual Return (Form 4)'. Clicking on this link will take you to your Annual Returns. Annual Returns can also be found under the 'Your Details' tab.



Annual returns for: 217207 - Environmental Body

This years Return
Your return for 2017/2018 has not been started.
If there has been no activity for your EB this year, the system can speed things up by filling in the amounts for you. To do this click [Begin a Nil Return](#)
Otherwise click [Begin return for 2017/2018](#)

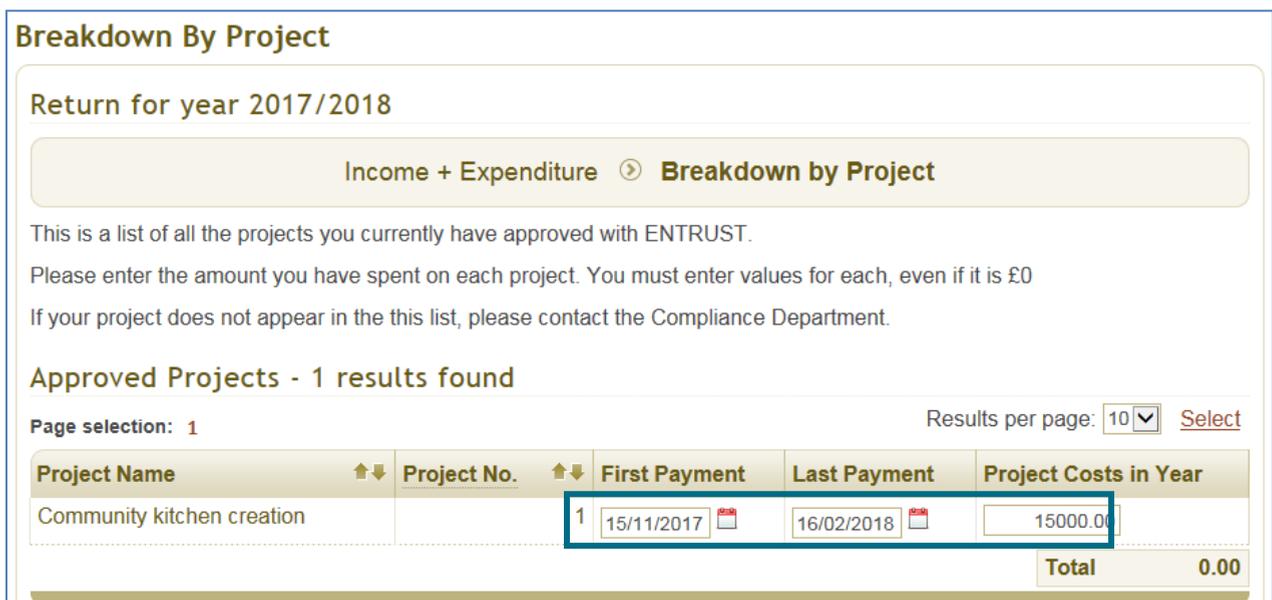
OR
If you are entering an annual return that is not in compliance with the statutory return date or you are entering a return for a previous year please select the year in the list below and click 'Enter Previous Return'.

Date Returned

Year [Enter Previous Return](#)

Past Returns
No Results Found

- 4.2 Click on the Annual Returns link.
- 4.3 Click on Begin return for current financial year.
- 4.4 Next to the "Expenditure on projects approved for your EB" is a "Click here to enter breakdown of project expenditure" button. Click on this to take you through to the project breakdown screen.
- 4.5 Enter the First Payment Date, Last Payment Date and Project Cost.



Breakdown By Project

Return for year 2017/2018

Income + Expenditure [Breakdown by Project](#)

This is a list of all the projects you currently have approved with ENTRUST.
Please enter the amount you have spent on each project. You must enter values for each, even if it is £0
If your project does not appear in the this list, please contact the Compliance Department.

Approved Projects - 1 results found

Page selection: 1 Results per page: 10 [Select](#)

Project Name	Project No.	First Payment	Last Payment	Project Costs in Year
Community kitchen creation	1	15/11/2017	16/02/2018	15000.00
Total				0.00

- 4.6 Once you have entered the details scroll down and click the “Save” button. This will generate the Form 9 Project Completion form. You do not have to submit (reconcile) the Annual Return (Form 4) at this time. Therefore if you have more than one project you can update the Annual Return (Form 4) throughout the year as soon as a project is completed.



5. Submit a project completion form

- 5.1 From your dashboard scroll down to ‘Project completion forms requiring completion’. This will list any projects where you have entered the last payment date of your project on your Annual Return (Form 4).

Project completion forms requiring completion

You have recently entered a project completion date for the below projects. A project completion form should now be completed, please click on the projects below to view the completion form. If you have any questions regarding the project completion form please contact ENTRUST at 01926 488 300

Project completion forms awaiting submission

Page selection: 1

Name	No.
Community kitchen creation..	1

Page selection: 1

- 5.2 Click on the project name as indicated above and the following page will open.

Project Completion

Your contact details

Name of your Environmental Body: **Amenity Trust** Your enrolment number: **487115**

Project Details

1) Project Number

2) Title of the Project

3) When did you complete spending LCF monies on this project (mm/yy)

4) What was the total of LCF funds spent on this project in the current reporting period (1 April to 31 March)?

What was the total of LCF funds spent on this project in all previous reporting periods?

What was the total of LCF funds spent on this project?

5.3 The project details section of the form will be pre-populated with the information that you have provided on your Annual Return (Form 4). Check that the details are correct and proceed to the Project Assets section. If your project did not generate any assets click on the 'No' button. If it did generate an asset(s) click on the 'Yes' button. This will create a series of questions that need to be answered. Please ensure that the answer to d) is the same as or more than c).

Project Assets

5) Has the LCF funding provided for this project been used to purchase or create a capital asset (including land or buildings)? Yes No

For the asset purchased or created by the LCF funding provided for this project, please state:

a) What type of asset is this? Please Select

b) The name or brief description of this asset

c) How much LCF funding was spent on this capital asset?

d) How much was spent in total on this capital asset (including LCF funds and funds from non LCF sources)?

e) Is this capital asset on a LCF asset register? Yes No

f) What protection is in place for the LCF funding used to purchase or create this capital asset? Please Select

g) Has another capital asset been created or purchased by the LCF funding provided for this project?

Add Asset

5.4 If your project generated more than one asset then once you have completed the questions for the first asset, click on the 'Add Asset' button. This will generate a second set of questions to answer. Repeat this step until all assets have been recorded.

Value for Money - optimal use of resources

6) Did this project receive funding from other sources? Yes No

If yes, how much other funding (in total) was received?

Value for Money - project sustainability

7) Will any income be generated by the project? Yes No

If yes, how much income each year (to the nearest £1,000) is expected?

8) Has this project reduced the total utility costs of the structure, building or amenity (e.g. through reduced energy consumption, energy efficiency measures or energy generation)? Yes No n/a

If yes, please estimate the reduction in total utility costs (to the nearest £1,000) each year.

9) Have any new jobs been created and / or existing jobs maintained, as a result of the project? Yes No

a) If yes, please provide the number of jobs created (use full time equivalent, e.g. 0.5, for part time jobs)

b) If yes, please provide the number of jobs maintained (use full time equivalent, e.g. 0.5, for part time jobs)

10) Please estimate the number of visits to the project site each year prior to the project.

Please estimate the number of visits to the project site after the project has completed.

Please note that this counts every visit. For example, 1 person visiting the project site 10 times in a year counts as 10 visits.

Value for Money - achieving the intended outcome

11) Did the project achieve its aims? Yes No

12) Do you consider that this project has improved the lives of people living in the community of the project, and / or achieved environmental benefits? Yes No

13) Do you consider this project directly brought together people in the community of the project who are from different backgrounds and who otherwise would not have been brought together? Yes No

If you answered yes to any of questions 11 - 13, please provide more detail in your response to question 14.

14) Is there any additional information you would like to provide about this project?

15) Would you be prepared to have this project considered as an ENTRUST case study? Yes No

If you have any queries regarding the completion of this form, please do not hesitate to contact ENTRUST directly.

- 5.5 Please complete all the Value for Money questions. Please note that for Question 14 the character count (including spaces) is 500. Please also do not include commas or pound signs in questions relating to values.
- 5.6 When answering the Project Sustainability questions please ensure that the figures given are a reasonable estimate. Please check the figures given before submitting the form to ensure they give an accurate picture of the impact the project has had.
- 5.7 To complete the final section of the completion form please enter the amount your landfill operator requested as a Contribution Third Party (CTP) payment to release the qualifying contribution for the project. If your landfill operator did not request a CTP payment this can be left as 0.

Contributory Third Party Actual Payment

16) Please tell us how much your Third Party paid to your Landfill Operator to release the Qualifying Contribution for this project

If you have any queries regarding the completion of this form, please do not hesitate to contact ENTRUST directly.

- 5.8 Once you have answered all questions, scroll to the bottom of the screen and click the ‘Submit to ENTRUST’ button. You can also opt to download or print a copy of your form by clicking the ‘Print’ button.

Created by: Sam Jones on 14/08/2017 15:37:08; by Sam Jones on 17/08/2017 16:28:55

- 5.9 Once you have submitted the form the following message will be displayed on the screen.

HOME > DASHBOARD > DETAIL

Project Completion Form saved successfully

When your details are complete, please click "Submit to ENTRUST" at the bottom of the page.

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

Project Completion

- 5.10 Also the completion form’s status shown at the top of the page will change from ‘Not Submitted’ to ‘Submitted’. Furthermore the reminder to submit the form will no longer appear on the dashboard. If you wish to see the information please go to your projects via the dashboard – the information will be contained on the ‘Completion’ tab.

HOME > YOUR PROJECTS > DETAIL

Project Completion - Submitted

When your details are complete, please click "Submit to ENTRUST" at the bottom of the page.

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

Project Completion

6 Difficulties submitting your completion form

- 6.1 If you have any problems submitting a project completion form please contact the Registrations Team on 01926 488 300. If you wish to make any changes to the form after it has been submitted please contact us on 01926 488 300 or helpline@entrust.org.uk

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July 2018