Guide to Form 9: Project Completion Form

Submitting a project completion form through ENTRUST Online (EOL)

October 2021

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 Value for Money (VfM) questions after the project has finished, which assists our reporting to HMRC.

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. If you already know how to log-in to EOL please log in as usual and go to section 4 of this guide.

2.   Registering to use EOL

2.1   You need to have an EOL user logon to access the EOL 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 or helpline@entrust.org.uk and they will be able to set you up as an EOL user for your EB.

3.   Log on to EOL

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

3.2   Or go to our website (www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see diagram below).
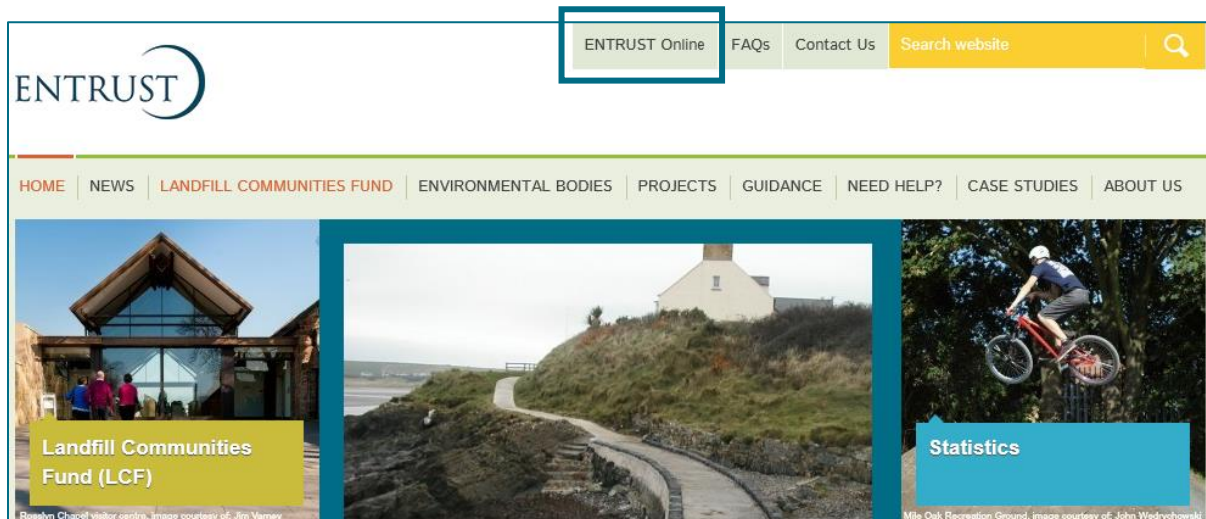

3.3   You will then be taken to the EOL log on page.

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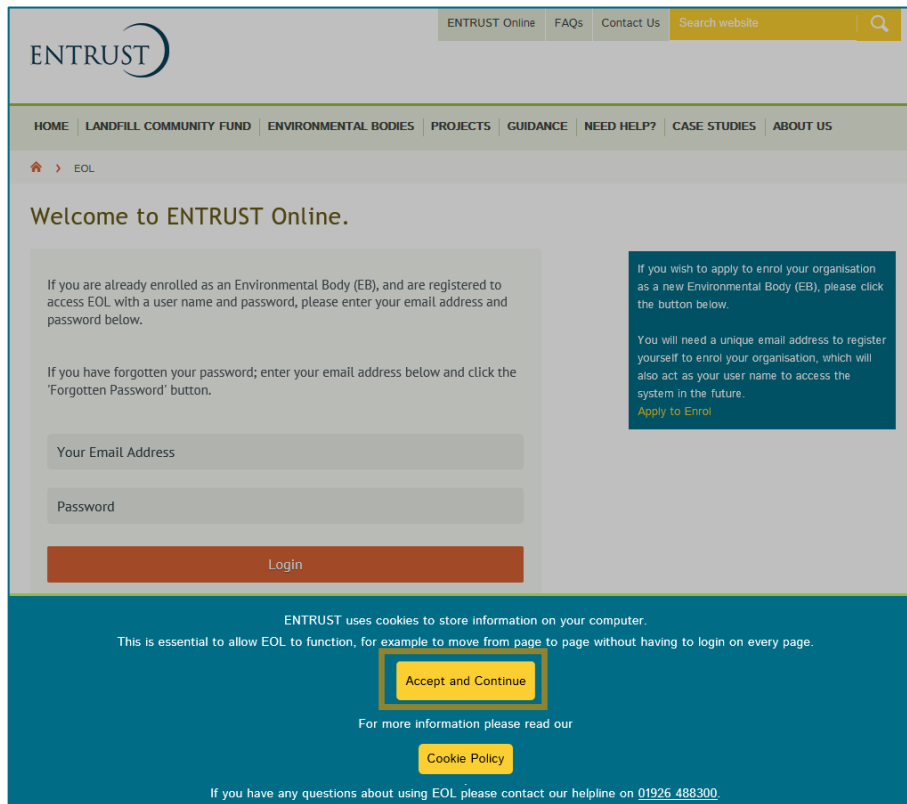
3.5   Enter your email address (user name) and password in the appropriate box and click on login. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.
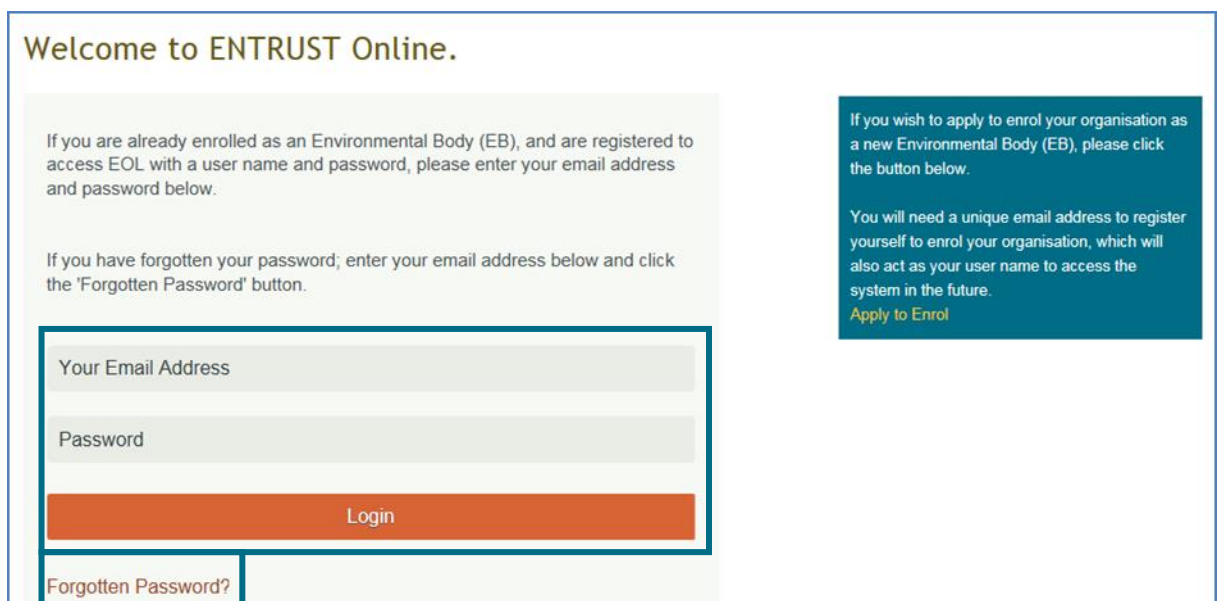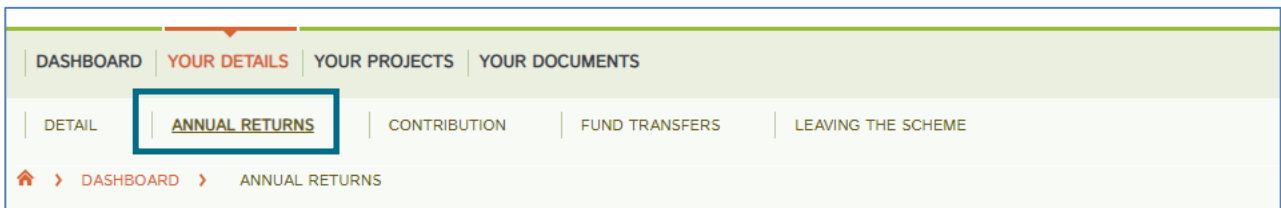

3.6   You will be taken to the dashboard for your EB.

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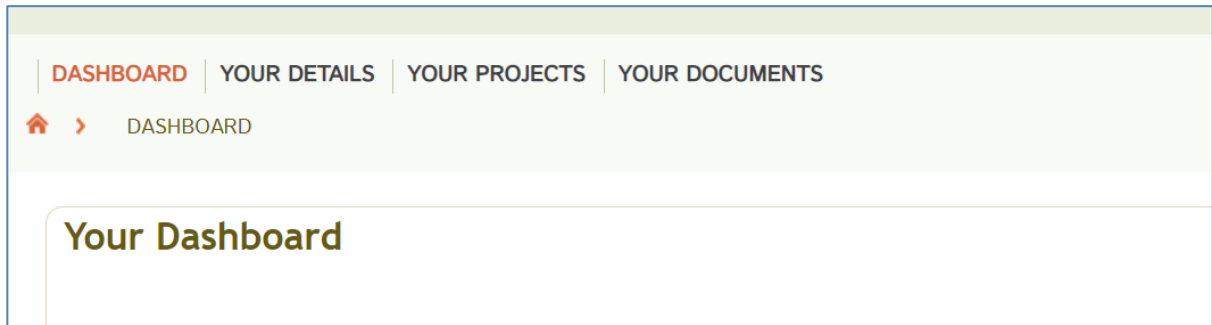
4.1 To generate a project completion form you must first complete the project by entering the last payment date on the project breakdown screen on your Annual Return (Form 4). Access your Annual Return via the dashboard where you will see a link: 'Go to your Statutory Annual Return (Form 4)'. Clicking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

4.2   Click on the Annual Returns link.

4.3   If this is the first time you have accessed the return for a financial year click on 'Begin return for current financial year', as shown above. If you are returning to the form, having already commenced it, please click 'View the details you have entered so far', as below.

This years Return

Your return for 2021/2022 has been partially completed, but has not yet been submitted.

View the details you have entered so far.

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. If a project is allocated to another EB the responsibility for reporting the project as completed and for submitting the completion form remains with the EB that registered the project; however, you will have to ensure the second EB (the EB that has been allocated the project) has reported any expenditure on the project before reporting it as completed. For more information on allocated projects please see the ENTRUST Guidance Manual, Part 5.

LCF Expenditure - During the Period

Administration/Running costs:	0.00 ⓘ	
Levy payments made to ENTRUST:	0.00 ⓘ	
Expenditure on projects where your EB holds the approval:	0.00 ⓘ	Click here to enter breakdown of project expenditure
Expenditure on projects where another EB holds the approval:	0.00 ⓘ	Click here to enter breakdown of project expenditure

4.5   Enter the First Payment Date, Last Payment Date and Project Cost.

Breakdown By Project

Return for year 2020/2021

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	Allocated
Green Heating		29/10/2020	30/11/2020	30,923.00	☐
				Total	**30,923.00**

Page selection: 1

4.6   Once you have entered the details scroll down and click the "Save" button. This will generate the Form 9 Project Completion form for your project. 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.
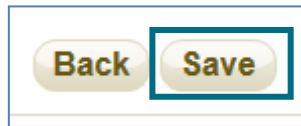
5.   Submit a project completion form

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) and where a project completion form has not yet been submitted.

5.2   Click on the project name as indicated above and the following page will open for that 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) – the amount spent on the project and the first and last payment dates. 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 value entered for 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.

5.5 Please complete all the Value for Money questions. Please note that for Question 15 the character count (including spaces) is 500. Please also do not include commas or pound signs in questions relating to values.

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? [800]

Value for Money – volunteering

7) Number of volunteers involved in the delivery of this LCF project. ⓘ [10]

a) Of the above, how many are youth volunteers? ⓘ [5]

b) Number of youth volunteering days created by this project. ⓘ [5]

Value for Money – project sustainability

8) Will any income be generated by the project? Yes ○ No ⦿

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

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) [2]

10) Please estimate the number of visits to the project site each year prior to the project (not required for Object DA). [22000]

Please estimate the number of visits to the project site after the project has completed (not required for Object DA). [25000]

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 – environmental improvements

11) How many trees were planted as a result of this project (please enter 0 if no trees were planted)? `0`

Value for Money – achieving the intended outcome

12) Did the project achieve its aims? Yes ◉ No ○

13) 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 ○

14) 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.

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

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

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   In some cases, you will have been asked to provide a Contributing Third Party (CTP) payment to the Landfill Operator (LO) in order for them to release the funds for the project. To complete the final section of the completion form please enter the amount the Landfill Operator requested as a CTP payment to release the qualifying contribution for the project. If the Landfill Operator did not request a CTP payment this can be left as 0. Please select the Landfill Operator's name from the drop-down list if you were asked to source a CTP payment, otherwise you should leave the list unselected. If you were asked to source a CTP payment then you will also need to add the CTP's details (name, address and the amount). You can enter multiple CTPs if necessary. The total of the CTP amounts should match the value given in Question 17.

Contributory Third Party Actual Payment

17) Please tell us how much your Third Party paid to your Landfill Operator to release the Qualifying Contribution for this project `0`

18) Please provide the name of the Landfill Operator to which this money was paid.

Please Select From List.... ⌄

Q19) If you were required to provide a Contributing Third Party (CTP) payment please provide their details here. If there is more than one CTP please provide details of all CTPs on separate lines. The CTP amount(s) entered should match the answer given in Question 17.

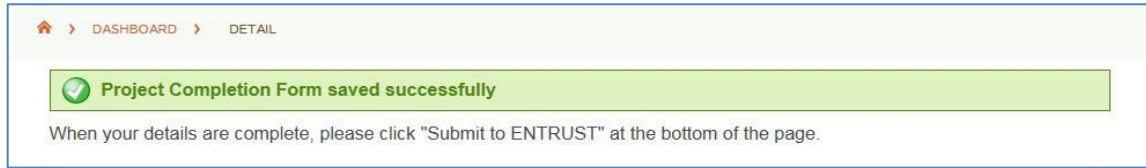**Contributing Third Party (CTP) Information**

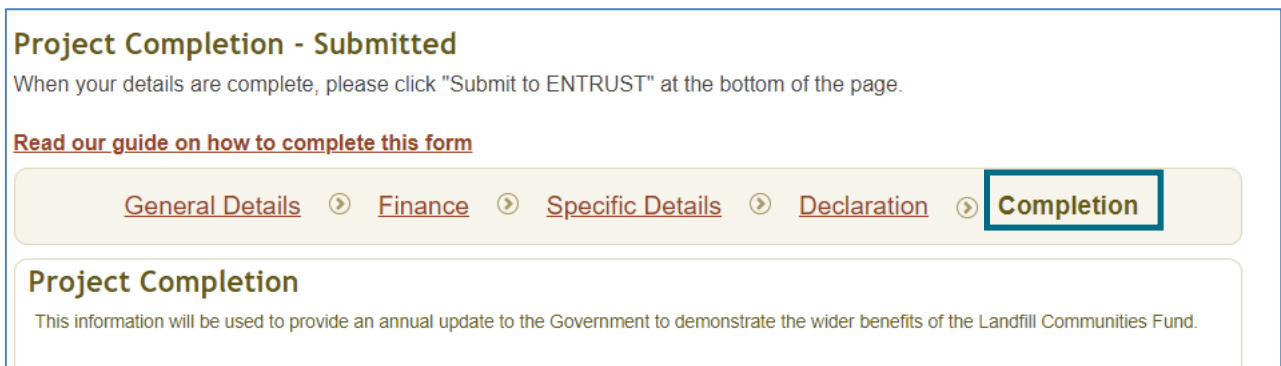CTP Name: CTP Amount: CTP Address:

Save CTP

5.8   Once you have answered and checked 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.

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

🏠 > DASHBOARD > DETAIL

✅ **Project Completion Form saved successfully**

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

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 project via the dashboard – the information will be contained on the 'Completion' tab.

Project Completion - Submitted

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

Read our guide on how to complete this form

General Details ⊙ Finance ⊙ Specific Details ⊙ Declaration ⊙ **Completion**

Project Completion

This information will be used to provide an annual update to the Government to demonstrate the wider benefits of the Landfill Communities Fund.

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

ENTRUST

October 2021