



I - Accreditation and Small Grants Scheme



I) Accredited Environmental Bodies

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1 What is Accreditation?

- 1.1 The EB Accreditation process has been introduced by ENTRUST as a method of identifying EBs who meet certain standards. It establishes that the EB is effectively managed and adheres to standards set by ENTRUST.
- 1.2 The EB Accreditation process helps EBs comply with the Regulations and ensure that organisations adopt a best practice framework within which to operate. This process also ensures that EBs retain the flexibility to design and operate governance processes.
- 1.3 The EB will be subject to an annual Accreditation Review to ensure that the correct processes remain in place for the EB to retain Accredited Status.
- 1.4 All EBs are welcomed to register their interest in the Accreditation process, a list of Accredited EBs can be found on the Accreditation pages of our website.

2 What are the benefits of Accreditation?

- 2.1 There are a number of advantages to becoming accredited, here are just a few:
 - Automatic approval of projects submitted online using an abbreviated project registration form to reduce administrative burden;
 - Lighter regulatory touch;
 - Landfill Operators and other EBs can donate with an increased level of confidence and knowledge that the organisation is well run and properly structured;
 - Allow ENTRUST to audit the performance of the LCF with the knowledge that funds are managed by a robust and well controlled organisation;
 - An intangible benefit is the provision of a free review by an audit professional, including recommendations and advice on Regulations, ENTRUST Guidance and best practice; and
 - Opportunity for the EB to use the LCF Small Grants Scheme.
- 2.2 ENTRUST will also continue to develop and build upon the benefits that EB Accreditation provides.

3 How does my EB become Accredited?

- 3.1 The Accreditation process involves a detailed review of how the EB is set up and the systems and procedures in place. The review is performed during an ENTRUST Accreditation Inspection, and is broken down into four main modules as follows:-
 - Governance and Management;
 - LCF Funding Arrangements;
 - Project Compliance; and
 - EB Systems and Operations.
- 3.2 When the Compliance Manager is satisfied that the EB is at an appropriate standard to gain Accredited status, they will submit a report and recommendation to the ENTRUST Board.
- 3.3 If you are interested in becoming an Accredited EB, please complete the Expression of Interest Form which can be located on the Accreditation pages of our website and forward to The Compliance Manager, 60 Holly Walk, Leamington Spa, Warwickshire, CV32 4JE or by email to andrewwood@entrust.org.uk or mikeholland@entrust.org.uk

4 Small Grants Scheme

4.1 Registering for the Small Grants Scheme

4.1.1 This guidance provides assistance to Accredited EBs who wish to register a Small Grants Scheme (SGS) which enables a number of small grants (up to £5,000 each) to be allocated under a single registration for each year to a maximum of £100,000 or 5% of their LCF income in total per year.

4.2 Small Grants Scheme Overview

4.2.1 Currently, the SGS is in a trial period with Accredited EBs and relates to Object D only. The process will be reviewed in early 2010/2011.

4.2.2 The SGS allows groups or smaller EBs to apply to Accredited EBs participating in the scheme for funding for small grants.

4.2.3 All of the existing conditions and guidelines issued by ENTRUST must also be adhered to for the SGS.

4.2.4 The Accredited EB must register its SGS in advance of entering into any contract or obligation which imposes a liability on an EB to give a grant. If the project is not approved then ENTRUST will deem monies spent prior to its approval as having been spent in breach of the Regulations.

4.2.5 It is important that all grants made under the SGS are small and discrete and must not form part of a larger venture. For example, installing benches into a park could be funded under the SGS, but if the whole park is being improved and the benches form only part of the improvement, the development would not be eligible under the SGS.

4.2.6 The aim of the SGS is to reduce the administrative burden of applying for and giving small grants. The rules of the SGS are as follows:

- Each individual grant will be capped at £5,000. This is the maximum total cost of the venture;
- The SGS can only be used for small, discrete projects; and
- Each participating Accredited EB can only allocate a maximum of £100,000 or 5% of their LCF income in the previous year per accounting year (01 April – 31 March) to the registered SGS per annum.



4.3 Grants that can be applied for under the SGS

4.3.1 Applications can be made for up to £5,000 for ventures which have the primary intent of providing, maintaining or improving public amenities.

4.3.2 Grants will only be given for sites that are within the vicinity of a registered landfill site.

4.4 Ineligible Grants

4.4.1 Accredited EBs cannot make grants under the SGS for the following:

- Core costs of an organisation;
- Retrospective funding – work that has already taken place before any grant is awarded;
- Schemes with a total cost of more than £5,000;
- Schemes that do not meet the funding criteria;
- Areas that are not open to the public;
- Grants that form part of a larger project; and
- Schemes which will not be completed within 12 months of the grant being awarded.



4.5 Record keeping

4.5.1 Accredited EBs registering and approving a SGS will be required to keep records of all aspects of the grants that are required on the registration form. However, in order to reduce the administrative burden placed on EBs, ENTRUST will only require information to be provided to them annually by way of the statutory annual return and during the annual accreditation review, unless there are special circumstances. The key areas that ENTRUST require information for each grant are as follows:

- The name of the organisation receiving the grant;
- A brief description of the works to be undertaken;
- Nearest postcode to the site;
- The month/year of expenditure;
- The value of the grant;
- Value for money questions; and
- Youth volunteering questions.

4.5.2 It should be noted that ENTRUST can also request to see these records at any time. For this reason, it is recommended that EBs keep these records up to date which will also reduce the administrative burden on them at year end.

4.6 Object D Guidance

4.6.1 Please also refer to the ENTRUST Guidance Manual D - Object D Guidance for full details of Object D.

4.7 Compliant Projects

4.7.1 The Accredited EBs who have registered a SGS are responsible for ensuring awarded grants are compliant. ENTRUST will also monitor the performance of the SGS through annual accreditation reviews with the EB.

4.7.2 The Regulations and conditions placed on EBs must be adhered to within the SGS. Any non compliance could lead to removal of accredited status and ultimately revocation of the EB.

4.7.3 Accredited EBs are required to register and approve a new SGS project every financial year (from 01 April annually), should they wish to continue the SGS.

All of these project images have been kindly supplied by the following accredited EBs.

1. GrantScape

2. Staffordshire Environmental Fund

3. SITA Trust

4. Fife Environment Trust

5. Perth & Kinross Quality of Life Trust

