Consultation on revisions to the project registration forms in relation to Value for Money questions

Subject of this Consultation:

The Value for Money questions which are currently asked of all project applicants at project registration (Form 2) stage.

Scope of this Consultation:

The Value for Money (VFM) questions will be asked at a later stage of the project (at completion instead of registration) and the topics covered in the VFM questions have been reviewed. This consultation seeks views on whether the proposed new questions asked in relation to VFM are appropriate and whether any further changes are required to ensure we effectively capture and report the VFM of the Landfill Communities Fund (LCF).

Who should read this:

Environmental Bodies (EBs)

Duration:

The consultation will be open for four weeks. The closing date for responses is 11 April 2014.

Enquiries:

If you have any questions about this consultation, you should contact the Regulations team on 01926 488 323/4, or by email

How to respond:

You can respond to the consultation in any of the following ways:

Email: regulations@entrust.org.uk (please state 'Value for Money' in the email subject)

Online: Through our online survey

Post: The Regulations Team, ENTRUST, 60 Holly Walk, Royal Leamington Spa, Warwickshire, CV32 4JE.

Additional ways to become involved:

We will also be holding a focus group to discuss this subject on 20 March 2014. If you would like to attend, please email us by 17 March 2014.

After the consultation:

After reviewing the responses to this consultation document, we will publish a summary of responses alongside our 'next steps' report, which will outline our position on the way forward.

This report will be located on the feedback section of the consultation pages on our website.

Previous engagement:

Guidance on the definitions used in the current VFM questions was published in April 2011 to ensure more consistency in the responses given.

1.   Introduction

1.1   ENTRUST is the regulatory body appointed by HMRC to regulate the Landfill Communities Fund ("LCF"). Consultation and discussion with stakeholders are key in ensuring that any recommendations for change to the Landfill Tax Regulations 1996 (the "Regulations"), guidance or procedures are fit for purpose.

1.2   When registering a new project, a project applicant is currently asked a number of questions on the Project Registration Form (Form 2 and related Appendices) concerning the Value for Money ("VFM") which the project is expected to deliver. During 2010/2011, we reviewed the VFM questions to ensure that the information that we collected remained fit for purpose. Following that review a number of definitions were clarified to ensure consistency and additional questions were introduced. These changes were introduced in April 2011.

1.3   Following those changes, we conducted a wider review in 2012/2013 to ensure that the questions asked aligned to the Government's priorities.

1.4   We have more recently conducted an internal review, which considered whether the VFM delivered by the LCF could be established from the VFM questions currently asked of project applicants. We also looked at the response rate to the VFM questions and the consistency of response across EBs. Finally, as a further exercise, we also considered what stage of the project would be the more appropriate time to ask the VFM questions in order to improve the quality of response.

2.   Reasons for this consultation

2.1   This consultation seeks views on proposed revisions to the VFM questions. We consider that revisions to the VFM questions asked are required to make a more appropriate measure of the VFM delivered by LCF funded projects. This consultation is the first step in a much wider undertaking from 2014/2015 to evaluate VFM and the impact upon local communities of the projects funded by the LCF.

2.2   The VFM questions are currently asked of all project applicants at project registration stage. For the reasons set out below we consider that it is more appropriate to ask VFM questions after the completion of aproject instead of at the registration stage. This proposal forms part of a wider package of reforms we will be making for 2014/2015, including the re-introduction of a project completion form. We have provided further details about this re-introduction, including our reasons for moving the timing of the VFM questions to project completion stage, in Section 7 below. Therefore we are currently only consulting on the scope of the VFM questions asked and will not be consulting on the other changes outlined in this paper.

Use to be made of VFM data

2.3   We require information on the VFM that project delivers in order that we can report to HMRC (under our Terms of Approval) and other stakeholders on the impact the LCF makes to local communities and the contribution the LCF makes to meeting the UK Government priorities. This is particularly important at a time when the LCF is under scrutiny with the devolution of Landfill tax to Scotland and to Wales and the Challenge. Therefore it is important that the data we collect is relevant to priority indicators measured by the UK Government and Government bodies. It is also vital that the data we collect is comprehensive, accurate and verifiable so we can have

confidence in the reports we make on the impact delivered by the LCF. Without accurate and verifiable data we cannot report on the VFM which the LCF delivers.

Background work undertaken

2.4   As part of our preparation for this consultation, we reviewed the VFM completion data available. We also surveyed a sample of Environmental Bodies ("EBs") in order to understand any additional ways in which the VFM data may be used by them and to understand whether changing VFM questions will impact upon other stakeholders. Finally, we have reviewed UK Government priorities to identify current priorities as set out in key indicators and considered the methods used by other organisations for assessing whether VFM has been provided.

Summary

2.5   This consultation contains proposals to revise the VFM questions which we ask.

2.6   As a result of this consultation, we hope to establish the questions we should ask project applicants in order to measure the VFM delivered by LCF funded projects.

3.   Current position

3.1   At present a number of VFM questions are asked on Form 2 (project registration). (These questions are set out in Appendix A to this consultation.) Further, object-specific VFM questions are asked for projects under Objects A, B, D and DA. (These additional VFM questions are set out in Appendix B to this consultation.) As is clear from Appendices A and B, there is currently some overlap between the VFM questions asked on Form 2 and on the Form 2 Appendices.

3.2   A review of the 2012/2013 registered projects was undertaken to assess VFM question completion. This review showed poor completion of data on Form 2, both in number of forms completed and in the responses given. Project applicants had completed some of the current VFM questions at project registration stage; however, there were a number of VFM questions which were left uncompleted. Questions may be left unanswered for a number of reasons, including that:

- The question asked is not sufficiently clear,
- The project applicant does not have sufficient information before the project begins to answer the question, and
- The question is not relevant to the project to be registered.

3.3   Additionally, even where the VFM questions have been completed on Form 2, we have concerns that project applicants may not have sufficient information at that stage in order to be able to give an accurate estimation of the position at completion of their project. This leads to a distortion of the data we collect.

3.4   Where there is either inaccurate data, or no data, we are unable to demonstrate the value to the community or the environment which the LCF provides and so cannot demonstrate the VFM of the LCF. Therefore, we consider that changes are required in order that the value achieved by the LCF can be accurately measured and reported.

Question 1:   We propose revising the VFM questions currently asked in order that the VFM achieved by the LCF can be more accurately reported. Would you agree with this proposal?

4. Whether EBs use the VFM data when making funding decisions

4.1 A sample of EBs were contacted in 2012/2013 (including six of the top 20 distributive EBs) to find out to what extent their decision making on grants or undertaking projects was influenced by the answers to the VFM questions on the project registration form.

4.2 Nine EBs (including all six of the top 20 distributive EBs contacted) stated that generally the VFM data does not significantly influence their decision whether to award grant funding or undertake a project. One distributive EB stated that it collects the VFM data simply for the completeness of the project registration form. Another distributive EB stated that its projects would proceed regardless of the responses to the VFM questions we ask on Form 2.

4.3 The six distributive EBs contacted all stated that the VFM questions asked by us were too subjective to provide any meaningful data. These six distributive EBs stated that they rely on their own VFM criteria. One of these distributive EBs stated that it has its own system of visits and interviews, during which VFM is assessed.

4.4 Six EBs (including five of the six top 20 distributive EBs contacted) commented that consideration of individual VFM indicators we currently ask is driven by the context of the project. For example, if the planting of trees forms the core of the project, then this will be scrutinised. However, if the planting of trees is ancillary to works on a general amenity, then it will be less important. Similarly, for a community based project, a focus on volunteers, different types of uses and an increase in users will be expected. Equally, the current VFM indicators relating to Biodiversity Action Plan habitats and species will be more important for Object DA projects.

4.5 The conclusions we have drawn from this survey of a sample of EBs are that:

- the answers which project applicants provide to the current VFM questions we ask do not significantly affect the likelihood of funding being granted, and
- the VFM data provided by project applicants does not have any significant value for (at least) the larger EBs.

Therefore we consider that making changes to the VFM questions asked of project applicants should not significantly affect project funding decisions as the main distributive EBs have their own set of criteria and do not rely upon the VFM questions we ask.

Question 2: Do you consider that changing the VFM questions will affect the project funding decisions made by distributive EBs? Please provide reasons in support of your response.

5. The questions which are currently asked

5.1 At Appendix A to this consultation we have set out the VFM questions which are currently asked on Form 2, and at Appendix B we have set out the VFM questions which are currently asked on the object specific Form 2 appendices.

6. Our proposed new questions

6.1 At Appendix C we set out our proposed new VFM questions and our consultation questions around these proposed new VFM questions. We also attach, at Appendix D, a mock copy of the new Project Completion form to give a flavour of the form we propose.

6.2   As can be seen at Appendix C, our proposed revisions include the removal of almost all of the VFM questions currently asked and the substitution of fresh VFM questions which address fresh aspects of the value added by each project. As part of the wider project reintroducing the project completion form, we will also be seeking additional information about the completed project (such as the capital assets created or purchased with LCF funds). However, we consider it important that the overall number of VFM questions should be reduced if at all possible, in order to reduce the overall administrative burden on EBs.

6.3   At present the VFM questions are asked generally, of all project applicants, and also specifically in relation to projects under a certain Object. Although it will still be necessary to have Object specific appendices to Form 2 for project registration, we have decided that it would be appropriate for all project applicants to answer the same VFM questions at project completion. The Object specific appendices used for project registration will no longer capture additional VFM data.

> **Question 3**:   Do you agree with the proposal that all project applicants should answer the same VFM questions irrespective of the Object under which their project is registered?
>
> **Question 4**:   If you answered "no" to the previous question, please state why you disagree.
>
> **Question 5**:   If you consider that additional Object-specific VFM question(s) should be asked, what additional Object-specific VFM question(s) would you suggest?

7.   Change to stage at which VFM questions will be asked

7.1   As set out in the introduction, at present project applicants are asked VFM questions on Form 2 (project registration). We are concerned that many project applicants do not have sufficient information at that stage to answer the VFM questions. Project applicants are likely to be in a better position to answer the VFM questions at project completion stage.

7.2   This is a particular issue in relation to topics, such as the current question relating to the number of jobs which are created or maintained. While a reasonable estimation might be made in relation to some of the other current VFM questions, we consider it is particularly difficult for a project applicant to make an accurate estimation, at project registration stage, of the number of new jobs likely to be created, or existing jobs likely to be maintained, following completion of the project.

7.3.   Therefore we consider it would be more appropriate that the VFM questions be asked at project completion stage. This would result in no VFM questions being asked at project registration stage. The project questions, which would remain on Form 2, are those on matters where project applicants are likely to have the information necessary to give an accurate response. This would bring the timing of our VFM question in line with many other third sector assessments of VFM (which are predominantly after completion of the enterprise being considered, such as The Heritage Lottery Fund's recommended quality and impact toolkit, devised by the New Economics Foundation).

7.4   As mentioned above, moving the VFM questions to project completion stage fits in with our reintroduction of a Project Completion form. Our main focus in reintroducing this form is to address over-running projects and to enable project applicants to inform us once a project has completed (rather than waiting until

submission of Form 4, the statutory annual return, which may be up to 13 months following completion of the project).

7.5   Although the project completion form will be reintroduced for reasons other than VFM, its reintroduction enables us to move the VFM questions to a more appropriate place. Therefore we will work to remove the current VFM questions from Form 2 with effect from 1 April 2014 / for the 2014/2015 reporting year. A set of VFM questions will then be added to the project completion form once that is introduced.

7.4   We recognise that this proposal will require a project applicant to provide VFM information on each project once it has completed. However, this will be instead of the VFM questions asked at the registration for each project and our expectation is that the number of VFM questions asked overall will reduce. We also expect that by asking the VFM questions at project completion stage, and by asking fewer questions, we will reduce the overall burden on project applicants by ensuring that they are in a better position to answer the VFM questions at the time when they are asked (with fewer forecasts required).

8.   Method of collecting VFM data at project completion

8.1   We intend asking the VFM questions at project completion stage. As set out above, we intend to re-introduce a project completion form and we intend to add the VFM questions to the new project completion form.

8.2   We considered other options which would enable us to move the VFM questions to project completion stage, such as splitting the Project Registration Form into two stages, one to be submitted before project approval and one after project completion. However, we reached the conclusion that this would be unnecessarily complicated. We also consider one of the advantages of locating the VFM questions on a separate project completion form (rather than splitting Form 2) is that the VFM questions can be kept up to date and revised when required (for example, if they need clarification).

8.3   We appreciate that the reintroduction of a project completion form means an additional form for project applicants to complete but, as set out above, this new project completion form is now required to address other issues. It is our expectation that there will be fewer VFM questions overall and so we also expect that the administrative burden overall of responding to VFM questions will be reduced as it should be much easier for project applicants to answer the VFM questions at completion when more comprehensive project information will be available.

8.4   We hope that the new project completion form will work seamlessly with the existing bank of forms so that any EB completing a project completion form online will find that any relevant project information which has already been provided to ENTRUST will be pre-populated in the new completion form for that project. At present an EB can only notify us of the completion of a project by entering data in the supplementary pages of Form 4 after the conclusion of the reporting year in which the project was completed. In order to minimise the disruption to EBs we intend to revise our systems so that the supplementary pages of Form 4 will be available during the year. EBs will be encouraged to enter the project completion data on their supplementary pages of Form 4 during the course of the year, rather than waiting until the end of the reporting year. This will provide us with up to date notification of projects completing. The funds spent on the completed project will populate the relevant boxes of the EB's Form 4. The EB will complete and submit its Form 4 annual return at the end of year in the usual way.

8.5   Once an EB has entered data on its Form 4 supplementary pages to say that a project has been completed, this will generate the new project completion form. The new project completion form will be available on the EB's dashboard to be filled out and submitted. Whilst we do not intend to introduce a formal deadline for submission of this form, EBs who register a large number of projects may wish to fill out and submit their project completion forms on a monthly or quarterly basis in order to keep on top of their reporting obligations.

9.   Meaning of "Project completion"

9.1.   Finally, throughout this consultation paper we have referred to "project completion" as the final stage of the project. We appreciate that different organisations may have different views about when a project is "completed". Project completion could take place on:
- the date on which the last tranche of LCF monies for the project is received,
- the date on which the last physical building of the project is finished,
- the date on which the last project invoice is paid,
- the date on which all the LCF monies received for that project have been spent, or
- the date on which the project is open (or re-opened) to the public.

9.2   Given the wide variety of LCF funded projects, we consider it necessary to select an interpretation of "project completion" which is easily understood and which will be common to all projects. As we will ask EBs to enter information on the supplementary pages of their Form 4 we concluded that it was necessary to retain the definition already used for Form 4. On that basis a project is complete, for the purposes of entering data on to the supplementary pages of Form 4 and on to a Project Completion form, when the final LCF payment has been made. This corresponds with the date already used in the supplementary pages of Form 4 with which all EBs should be familiar.

Question 6:   Do you agree with our proposal that a project should be considered to be "completed" when all the final LCF payment has been made?

Question 7:   If you answered "no" to the previous question, what alternative would you suggest, and why? How would you integrate this different date with Form 4?

10.   Consultation questions

10.1   This section sets out in one place the consultation questions which have been asked in relation to the subject of this consultation, including those asked in Appendices A and C. If you have any further comments to make about the subject matter of this document, please feel free to add these to your consultation response.

	Question	Paragraph
1.	We propose revising the VFM questions currently asked in order that the VFM achieved by the LCF can be more accurately reported. Would you agree with this proposal?	3.4
2.	Do you consider that changing the VFM questions will affect the project funding decisions made by DEBs? Please provide reasons in support of your response.	4.5
3.	Do you agree with the proposal that all project applicants should answer the same VFM questions irrespective of the Object under which their project is registered?	6.3

4.	If you answered "no" to the previous question, please state why you disagree.	6.3
5.	If you consider that additional Object-specific VFM question(s) should be asked, what additional Object-specific VFM question(s) would you suggest?	6.3
6.	Do you agree with our proposal that a project should be considered to be "completed" when all the final LCF payment has been made?	9.2
7.	If you answered "no" to the previous question, what alternative would you suggest, and why? How would you integrate this different date with Form 4?	9.2
8.	Do you agree with the proposal to make it compulsory for the postcode of the project site (or the nearest postcode when the project site does not have a postcode) to be provided at project registration?	Appendix A
9.	If you answered "no" to the previous question, please state why you disagree.	Appendix A
10.	Do you consider that the proposed new VFM questions are clear?	Appendix C
11.	If you answered "no" to the previous question, what changes would you suggest?	Appendix C
12.	Do you consider that any additional VFM question(s) should be asked (either of all project applicants or of specific applicants)?	Appendix C
13.	If you answered "yes" to the previous question, what additional VFM question(s) would you suggest?	Appendix C
14.	Please state any revisions to the proposed new VFM questions which you would like to suggest. Please use this space if there are additional VFM questions which you would like to suggest.	Appendix C
15.	If there are any other comments you wish to make in response to this consultation, please make those comments here.	

11. Contact details: how to respond

11.1   All EBs are invited to participate in this consultation exercise. All responses that we receive will be treated in the strictest confidence and will be considered anonymous unless you state otherwise. You can respond to the consultation in any of the following ways:

Email: Regulations team

On-line: Through our online survey

Post: The Regulations Team
ENTRUST
60 Holly Walk
Royal Leamington Spa
Warwickshire
CV32 4JE

11.2   The closing date for all responses to this consultation is 11 April 2014.

12. Next steps

12.1   After reviewing the responses to this consultation, we will publish a summary of responses alongside our "Next Steps" report which will outline what we consider to be the way forward. We will present the findings of this consultation to our Board of Directors and to HMRC.

12.2   This report will be located on our website.

Appendix A

1.   The current VFM questions on Form 2 for all project applicants

1.1   The current VFM questions on Form 2 cover a wide range of topics. Each of the VFM questions is set out below. The Object specific VFM question currently asked are set out in Appendix B. Our proposed revised questions are set out in Appendix C.

17)	Where applicable, will the project use any type of recycled material?	☐ Yes	☐ No

18)	Where applicable, please estimate the number of new or existing jobs as a result of the development of this project.	
19)	Where applicable, please estimate the number of full time jobs that will be created or maintained once the project has completed.	
20)	Where applicable, please estimate the number of part time jobs (less than 18 hours per week) that will be created or maintained once the project is completed.	

21)	Where applicable, please estimate the number of people who will obtain training qualifications or recognised skill, directly linked to the development of this project.	

22)	Where applicable, please estimate the number of users that currently use the site per year		Please note that 1 user is a person who may visit the facility more than once a year. For example, 1 person visiting the facility 10 in a year counts only as 1 user.
23)	Where applicable, please estimate the number of users that will use the site per year after the project has completed.		Please note that 1 user is a person who may visit the facility more than once a year. For example, 1 person visiting the facility 10 in a year counts only as 1 user.
24)	Where applicable, please estimate the current footfall of the site per year.		Please note that the footfall counts every visit. For example, 1 person visiting the facility 10 times in a year counts as a footfall of 10.
25)	Please estimate the footfall of the site after the project has completed.		Please note that the footfall counts every visit. For example, 1 person visiting the facility 10 times in a year counts as a footfall of 10.
26)	Where applicable, please estimate the number of schools which currently visit the site.		

27)	If you anticipate that the project will increase school visits once completed, please estimate by how many.	

28)	What is the total value of LCF funding that will be used to make improvements or provide improved facilities for people with disabilities?	

29)	Will this project make changes which will result in improving energy efficiency?	☐ Yes	☐ No
30)	If you are able to, please estimate total utility cost saving of the project per annum once the project is complete.		

1.2   Local Authority for the project

31)	What is the local authority area for the project site (County or Unitary)?	

We are unsure as to the origin of this question or why it was originally required. This question duplicates other questions asked elsewhere on Form 2 as the project applicant is asked to provide the address of the project. If the project applicant provides the project postcode at project registration then the relevant local authority can be determined by the address given for the project site.

Therefore we have decided that this question should be removed from the project registration form, but that it becomes mandatory for all project registrants to provide the postcode of the project site (or the nearest postcode where the project site does not have a postcode) when registering a project.

Question 8:   Do you agree with the proposal to make it compulsory for the postcode of the project site (or the nearest postcode when the project site does not have a postcode) to be provided at project registration?

Question 9:   If you answered "no" to the previous question, please state why you disagree.

Appendix B

1. Additional Object specific questions (for Objects A, B, DA and D)

1.1 For projects under objects A, B, D and DA, two or three additional VFM questions are asked. (No additional VFM questions are asked for projects under Object E). There is an additional question on site users for projects under Object DA. All of these Object specific questions are set out below.

23)	If you are improving areas of land (excluding land for building development), please estimate the number of hectares that will be worked on as part of this project.	

This question is asked for projects under Objects A, B, D and DA.

24)	If applicable, please estimate the number of metres of footpath and / or bridle ways and / or cycle paths which will be provided.	

This question is asked for projects under Objects A and D.

25)	If you intend to plant trees as part of this project, please estimate how many will be planted.	

This question is asked for projects under A, D and DA.

2. Object DA additional questions

2.1 Three additional VFM questions are asked for projects under Object DA. The first two of these (improvements to areas of land and tree-planting) are covered above. The remaining additional VFM question relates to site users.

13)	The number of people that use the site currently per annum.	

This question is unique to Object DA. However, it is similar to the questions already asked concerning visitor numbers and volunteers. The only users of the site who are neither volunteers nor visitors would be project staff or trespassers (and there seems little use which could be made of either number).

Appendix C

Proposed revised VFM questions

Project Details

1.1   If the completion form is completed using EOL then it is anticipated that the entirety of this section will be populated from information provided on other ENTRUST forms, particularly the Supplementary pages of the Form 4 completed in the current and previous reporting periods.

1)	Project number	
2)	Project title	
3)	When did you complete spending LCF monies on this project (mm/yy e.g. 03/14)?	
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?	£

Project Assets

1.2   This section will provide us with additional information which can be used when reporting to HMRC and Treasury about the longevity of LCF funded projects and, in particular, the capital assets available for continued use following project completion. We intend to use a dropdown menu for the type of asset purchased or created so that project applicants can choose from specified options. Whilst we do intend to provide guidance for the completion of this new form, we hope that having a dropdown menu with options will provide additional guidance on the type of asset (e.g. vehicle) which we wish to record. Similarly we intend to use a dropdown menu to suggest options for the type of protection (e.g. legal charge) in place to protect the asset.

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 first asset purchased or created by the LCF funding provided for this project, please state:		
	a) What type of asset is this?		
	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?				
	g) Has another capital asset been created or purchased by the LCF funding provided for this project?	☐ Yes		☐ No	

Value for money – optimal use of resources

1.3   In looking at VFM, we identified that VFM was most often characterised as the optimal use of resources to achieve the intended outcome. As we consider it important that LCF funded projects are able to continue after the initial funding has ceased, we also wish to collect data on certain aspects of project sustainability. Therefore the three aspects we intend to ask about are:

- Optimal use of resources
- Project sustainability
- Achieving the intended outcome

1.4   This section aims to identify the number of projects which have leveraged in funds from other funding organisations or which have achieved matched funding, thus making most use of the LCF funds available. Other aspects of optimal use of resources (such as competitive tendering) can be established elsewhere (such as during compliance visits) and so are not asked here.

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

1.5   These questions look at aspects which indicate that the project is likely to be able to continue without needing to see further funding from elsewhere and so is self-sustaining.

7)	Will any income will 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	
	If yes, please provide the number of:				

	a) jobs created (use full time equivalent, e.g. 0.5, for part time jobs)		
	b) 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 note that this counts every visit. For example, 1 person visiting the project site 10 times in a year counts as 10 visits.
	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

1.6 The final set of VFM questions look at the project outcome. As these questions are intended to cover a wide range of projects, across all Objects, we have suggested questions which enquire whether the project applicant has achieved the objective set for the project and whether the project has achieved the aims of the LCF environmental benefits and/or is improving the lives of people living in the vicinity of landfill sites. This is in preference to seeking more specific data, such as number of trees planted, which will not be relevant to many projects.

1.7 We have also suggested a question (proposed question 13) which attempts to measure social cohesion. We appreciate that this is a difficult concept to measure and would appreciate responses on the viability of such an attempt, the form of the question proposed and any views on the subject of social cohesion as a measure of the success of a project funded by the LCF.

1.8 The project applicant is also invited to provide additional information relevant to the outcome achieved. This space can also be used to provide additional information in response to any other question asked on the Project Completion form. Finally, we ask if any project applicant would be prepared to have the project considered to be an ENTRUST case study. We consider the success of previous projects to be the best method of interesting other potential applicants to apply for LCF funding.

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 would be prepared to have this project considered as an ENTRUST case study?	☐ Yes	☐ No

Question 10: Do you consider that the proposed new VFM questions are clear?

Question 11: If you answered "no" to the previous question, what changes would you suggest?

Question 12: Do you consider that any additional VFM question(s) should be asked (either of all project applicants or of specific applicants)?

Question 13: If you answered "yes" to the previous question, what additional VFM question(s) would you suggest?

Question 14: Please state any revisions to the proposed new VFM questions which you would like to suggest. Please also use this space if there are additional VFM questions which you would like to suggest.

Appendix D

Proposed Project Completion form

Your contact details

Name of your Environmental Body (EB)

Your EB enrolment number

Project details

1. Project number:

2. Project title:

3. When did you complete spending LCF funds on this project? (mm/yy e,g 03/09).

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

4b. What was the total of LCF funds spent on this project in all previous reporting periods? **£**

4c. What was the total of LCF funds spent on this project? **£**

Project assets

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

5a. What type of asset is this?

5b. The name or brief description of this asset:

5c. How much LCF funding was spent on this capital asset? **£**

5d. How much was spent in total on this capital asset? (including LCF monies and funds from non-LCF sources). **£**

5e. Is this capital asset on a LCF asset register? ☐ Yes ☐ No

5f. What protection is in place for the LCF monies used to purchase or create this capital asset?

5g. Has another capital asset been created or purchased by the LCF monies provided for this project? ☐ Yes ☐ No

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

5a. What type of asset is this?

5b. The name or brief description of this asset:

5c. How much LCF funding was spent on this capital asset? £

5d. How much was spent in total on this capital asset? (including LCF monies and funds from non-LCF sources). £

5e. Is this capital asset on a LCF asset register? ☐ Yes

5f. What protection is in place for the LCF monies used to purchase or create this capital asset?

5g. Has another capital asset been created or purchased by the LCF monies provided for this project? ☐ Yes

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

5a. What type of asset is this?

5b. The name or brief description of this asset:

5c. How much LCF funding was spent on this capital asset? £

5d. How much was spent in total on this capital asset? (including LCF monies and funds from non-LCF sources). £

5e. Is this capital asset on a LCF asset register? ☐ Yes

5f. What protection is in place for the LCF monies used to purchase or create this capital asset?

5g. Has another capital asset been created or purchased by the LCF monies provided for this project? ☐ Yes

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

5a.　What type of asset is this?

5b.　The name or brief description of this asset:

5c.　How much LCF funding was spent on this capital asset?　**£**

5d.　How much was spent in total on this capital asset? (including LCF monies　**£**
and funds from non-LCF sources).

5e.　Is this capital asset on a LCF asset register?　☐ Yes

5f.　What protection is in place for the LCF monies used to purchase or create
this capital asset?

If another capital asset been created or purchased by the LCF funding provided for this project, please provide the details on a separate piece of paper and submit with this completed form.

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

If yes, please provide the number of:

a) jobs created (use full time equivalent, e.g. 0.5, for part time jobs)

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

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 would 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 us