

## **I – Accreditation and Small Grants Scheme**

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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. Achieving Accredited status establishes that the EB is effectively managed and adheres to standards set by ENTRUST.
- 1.1 The EB Accreditation process helps an EB 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 appropriate 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.
- 1.2 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 an Accredited EB. These advantages include:
- automatic approval of projects submitted online using an abbreviated project registration form to reduce administrative burden;
  - a lighter regulatory touch;
  - Landfill Operators and other EBs can provide qualifying contributions with an increased level of confidence and knowledge that the organisation is well run and properly structured; and
  - demonstrating to ENTRUST that LCF funds are managed by a well controlled organisation.
- 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, he or she 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 [compliance@entrust.org.uk](mailto:compliance@entrust.org.uk)

## **4. Small Grants Scheme**

### **4.1 Registering for the Small Grants Scheme**

**4.1.1** This guidance provides assistance to EBs who wish to register a Small Grants Scheme (SGS) for a year. The Small Grants Scheme is available to:

- Accredited EBs; and
- EBs who have been enrolled for 3 years or more.

**4.1.2** A Small Grants Scheme enables a registered EB to make a number of small grants (up to £5,000 each) under a single, umbrella project, annual registration. A SGS registration is for one year only but eligible EBs may apply for a new SGS project registration each LCF accounting year (1 April to 31 March).

**4.1.3** The maximum amount of LCF funds which can be allocated by a registered EB each year under a Small Grants Scheme registration is:

- £100,000; or
- 10% of the EB's total LCF income in the previous LCF accounting year, whichever is the lower amount.

### **4.2 Small Grants Scheme Overview**

**4.2.1** The SGS allows organisations to apply to an EB with a registered Small Grants Scheme for funding for small grants.

**4.2.2** Funding provided under the SGS can only be used for projects under Object D.

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

**4.2.4** An EB must register its Small Grants Scheme in advance of entering into any contract or obligation to provide LCF funding under the SGS. If the SGS registration is not approved then any monies spent prior to the expected approval will have been spent in breach of the Regulations.

**4.2.5** LCF funding provided under a SGS should be for a discrete scheme which 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 benches would not be eligible for separate funding under the SGS.

**4.2.6** The aim of the SGS is to reduce the administrative burden of applying for, and giving, small grants.

### **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 satisfy all Object D project criteria. Please see Part D of the ENTRUST Guidance Manual for further guidance on Object D projects.

**4.3.2** Grants will only be given for ventures or works which are on a site that is within the vicinity of a registered landfill site.

### **4.4 Ineligible Grants**

**4.4.1** Grants cannot be provided under the SGS for the following:

- the core costs of an organisation;
- retrospective funding – work that has already taken place before any grant is awarded;
- any scheme with a total cost of more than £5,000;
- any scheme which does not meet all the funding criteria of Object D;
- a grant for a scheme which forms part of a larger project; and
- a scheme which will not be completed before 31 March of the financial year in which the SGS was registered.

### **4.5 Record keeping**

**4.5.1** EBs with a registered 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 usually 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.

**4.5.2** The key areas that ENTRUST require information for each grant are as follows:

- A brief description of the project;
- Nearest postcode to the site;
- Nearest landfill site;
- Type of amenity;
- The month/year of expenditure;
- The value of the grant;
- The Value for money questions; and
- The Youth volunteering questions.

We will provide EBs with a template of a spreadsheet which sets out all the information required. This will be sent to EBs upon approval of their SGS.

**4.5.3** An EB who has registered a SGS is responsible for ensuring the grants it awards are for works which are compliant with the Regulations. In order that ENTRUST can be assured that each grant is compliant, EBs should keep on file the following information:

- A photograph of the works once completed;
- All invoices relating to expenditure (including non LCF expenditure as the total costs of the works or venture cannot cost more than £5,000)
- Written assurance from the grant recipient that the works have been completed; and

- Assurance that the EB making the grant has inspected the completed works to ensure compliance.

#### **4.6 Record inspection**

**4.6.1** 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. This should also reduce the administrative burden on them at year end.