



Guidance Notes for Applicants

These notes are to be read before completing your application form and are designed to help you with your application.

It is recommended that you discuss your project with Viridor Credits prior to completing the application form.



Landfill Communities Fund

The Landfill Communities Fund is a private scheme that enables Landfill Operators to voluntarily donate a percentage of their Landfill Tax liability to Environmental Bodies. Environmental Bodies are able to award this donation to eligible projects within 10 miles of active landfill sites. Essentially, the aim of the scheme is to enhance the environment of communities living in the vicinity of landfill sites that are accepting waste.

Viridor Credits

Viridor Credits Environmental Company is a company limited by guarantee (No. 4293742) and is an Environmental Body registered with ENTRUST, the regulator of the Landfill Communities Fund in England, Wales and Northern Ireland (Reg No. 331293). It is also registered as a charity (No. 1096538).

Viridor Credits was set up to administer the Landfill Communities Fund on behalf of Viridor. It is, however, a wholly independent company, separate from Viridor's operations.

Viridor Credits is based in Taunton, Somerset.

Steering Groups

Viridor Credits has established regional steering groups that cover multiple funding areas. The steering groups are managed directly by Viridor Credits. Steering groups are made up of specialist representatives in order to best direct funding for maximum benefit to the community.

Eligibility and Compliance

All applications received by Viridor Credits are checked for compliance; that they adhere to the guidance set by ENTRUST, and eligibility; that the project contains aspects that Viridor Credits is able to fund. Viridor Credits will measure applications against criteria that is in addition to published guidance from ENTRUST. Each application is judged on its individual merits.

Viridor Credits is unable to reconsider projects that have already been unsuccessful.

Eligible Applicants

An organisation or group which is properly constituted and is not-for-profit can apply. There are a number of exceptions, so please check with Viridor Credits about eligibility before applying.

The applicant organisation may be registered as an Environmental Body (EB) with ENTRUST, but it is not a prerequisite to applying for funding. Applicant EBs must register their project with ENTRUST for approval before applying for funding from Viridor Credits. For non-EBs, Viridor Credits will register the project on behalf of the applicant.

Project Objectives

Projects that fulfil the following objectives may be eligible for funding:

- The protection of the environment, the provision, maintenance or improvement of public amenities and parks, which are open and accessible to the public. **Object D.**
- The protection of the environment, the enhancement, protection and/or promotion of biological diversity of a species or habitat. **Object Da.**
- The protection of the environment, the maintenance, repair or restoration of a building of historic or architectural interest, and is open and accessible to the public. **Object E.**

Project Priorities

Viridor Credits-funded projects must demonstrate:

- Proof of a need and local support for the project; promotion of community participation (volunteering) and partnership approaches
- Environmental sustainability
- Value for money; projects must maximise the benefit of Landfill Communities Fund
- Self-sustaining and have long-term management plans

Value for Money

Viridor Credits requests three comparable quotations from applicants to ensure that the project can go ahead at the most economical cost to the Landfill Communities Fund. Viridor Credits will use the lowest of the quotations as a basis for awarding funding, regardless of which of the contractors is ultimately selected by the applicant.

If funded, Viridor Credits will release funds against completed, agreed works up to the value of the lowest quotation for the works.

Funding from Viridor Credits

Certain conditions must be met in order to qualify for funding:

- Awards will be for **capital expenditure only**.
- **The applicant must hold the freehold of the project site, or have a minimum of ten years left to run on a lease.** Facilities on land leased from South West Water or Viridor will not be eligible for funding.
- Applicants will have to secure a contribution from an independent Contributing Third Party, separate to any award from Viridor Credits (see below)
- The project activities must be successfully approved by ENTRUST before the commencement of any works. Viridor Credits will only make payments to project within ENTRUST's approval window. If ENTRUST approval is not given, for whatever reason, any offer of funding will be automatically withdrawn. Any works that take place prior to ENTRUST approval will not be funded.
- **Environmental Bodies:** If the applicant organisation is an enrolled Environmental Body, then the applicant EB will need to register its project with ENTRUST for approval prior to consideration by Viridor Credits.
- The Funding Agreement, provided by Viridor Credits, will need to be agreed by return to Viridor Credits before the commencement of any works.
- Where there is a change in the foot-print of a building, whether by extension or new build, or where land is purchased, Viridor Credits will only consider up to 50% of the costs of this element, up to a maximum of £50,000. Viridor Credits reserves the right to request a restriction to title in the event of funding a new build, extension or land purchase.
- If successful, projects have a strict timescale to adhere to in terms of drawing down funding, detailed below (Viridor Credits Funding Model).
- **The Applicant must not enter into any contract or obligation that incurs expenditure against the Project prior to consideration by the Steering Group and before approval of the Project activities by ENTRUST. This may affect any offer of funding.**

Ineligible Elements

The Landfill Communities Fund is a highly prescriptive and tightly regulated scheme. Because of this, Viridor Credits is unable to consider funding for the following elements:

- Aspects of a project that have already started
- Contingencies, fees and preliminaries
- Works to public highways; anything that may be the statutory or discretionary responsibility of the local authority
- Projects located on/in:
 - Allotments
 - School grounds
 - Facilities owned **and** managed by a local authority (except certain parks and play areas)
 - Facilities primarily used for service provision or not considered a general public amenity, such as hospitals, day centres, hospices or accommodation

In addition, Viridor Credits will not consider the following elements:

- Proportional projects
- Salaried posts or revenue funding
- Core costs of an organisation e.g. rent, energy bills, supplies
- Purchase or lease of vehicles
- Purchase of land or buildings that are not at risk of closure or loss to the community
- Multimedia or CCTV equipment, events, CDs, website or marketing materials

Contributing Third Party Payments

The Contributing Third Party payment is a transaction between a third party (that is neither the applicant organisation nor Viridor Credits) and Viridor Ltd.

The amount is based on 10% of the amount awarded and is the sum payable by the Contributing Third Party to Viridor Ltd.

Who Can Be a Contributing Third Party?

Anyone can be a Contributing Third Party, providing they do not gain a unique benefit from the project put forward for funding. Below is a list of examples of organisations that may be Contributing Third Parties:

- Private Companies
- Public Sector organisations – Local Authorities, County Councils
- Charities
- Voluntary organisations
- Private donors
- Monies from fundraising

Who is excluded From Being a Contributing Third Party?

- Any individual or organisation directly connected to the landfill operator, Viridor, or a contractor of the project
- Any individual or organisation who gains a unique benefit from the project
- Other Environmental Bodies – see guidance issued by ENTRUST for further information visit www.ENTRUST.org.uk
- The applicant/applicant organisation.

For more information on the Contributing Third Party Payment, please visit www.viridor-credits.co.uk.

Viridor Credits Funding Model

Funding is available through the following Schemes:

Small Grant Scheme

The Small Grants Scheme is open to all applications that come under ENTRUST Object D, DA or E, or are in the vicinity of Viridor's **ERF sites** or through **Pennon Environmental Fund**. The maximum grant from Viridor Credits under this scheme is £20,000. Projects must be able to begin draw down of funds for completed works within **3 months** of the date of the Offer Letter and be complete within **6 months**.

Due to the short timescales of this scheme, any permissions relating to the project works, such as planning permission or faculty must be in place prior to application to the Small Grants Scheme.

Applications under the Small Grants Scheme will be considered by the regional Steering Group.

Main Grants Scheme

The Main Grants Scheme is open to all applications that come under ENTRUST Objects D, Da and E and are requesting funding between £20,001 and £50,000 from Viridor Credits. Projects must be able to begin draw down of funds for completed works within **6 months** of the date of the Offer Letter and be complete within **12 months**.

Applications under the Main Grants Scheme will be considered by the regional Steering Group.

Large Grants Scheme

The Large Grants Scheme is open to all applications that come under ENTRUST Objects D, Da and E and are requesting funding between £50,001 and £100,000 from Viridor Credits. Projects must be able to begin draw down of funds for completed works within **6 months** of the date of the Offer Letter and be complete within **18 months**.

Applications under the Large Grants Scheme will be considered by the Viridor Credits Board of Trustees. The Large Grants Scheme is Viridor Credits' most popular, and is therefore highly competitive.

Applications to Viridor Credits

All applications must be submitted in full by the relevant funding area closing date to be assessed for the next available meeting. Applications could be declined if received incomplete.

Any application that is not complete or that has any issues after the closing date will not be considered at the following meeting. You are strongly advised to submit your stage 2 application far in advance of the closing date to ensure that any issues with your application can be resolved before the closing date.

Applications to Viridor Credits are submitted online, via the Viridor Credits website. All subsequent communication with Viridor Credits will take place through your online account with Viridor Credits. Once received, all applications are assessed by the Grants Officer for eligibility. Each eligible application is then assessed against our Scoring Criteria.

Scoring Criteria

The Grants Officers will assess applications under the following headings:

- Deprivation Index
- Disamenity due to landfill proximity
- Access
- Sustainability
- Community Need
- Other Fundraising
- Use of Volunteers

- Ability to Start
- Historical Significance – Object E applications only

Each funding round will have a benchmark score required and applications that do not achieve this benchmark score will be declined at this stage.

Applications that meet the benchmark score will progress for consideration by either the regional Steering Group or the Board of Trustees. At this stage, applications receive an on-site visit by our Project Liaison Officers. This visit takes place a few days prior to the Steering Group or Board meeting. The Project Liaison Officers are there to gather further information, complete a compliance check and then to provide their own recommendation to the Steering Group or Board of Trustees.

VAT

VAT should be included within the amount requested from Viridor Credits where the cost is incurred and the applicant is unable to recover the VAT. If the applicant is able to recover the VAT in part or in full, VAT should be excluded from the amount requested from Viridor Credits. Viridor Credits will not consider the VAT costs if it can be reclaimed.

It is the applicant's responsibility to be aware of their position of reclaiming VAT. If the information provided proves to be incorrect or subject to change and VAT becomes non-reclaimable, Viridor Credits is unable to consider any requests for additional funding to cover the unexpected VAT cost, or pay the VAT out of the existing award.

Successful Applications

Once the meeting has taken place and the applications have been considered, letters will be sent to all applicants to inform them of funding decisions within ten working days. If a project is successful, the applicant will be sent a funding Offer Letter together with a Successful Applicant's Pack. This will detail any conditions we may attach to the award. **It is important to read these documents thoroughly.** Applicants must accept the terms of funding within one month of being awarded funding.

Monitoring and Evaluation

As part of the standard conditions, all organisations will agree to a programme of monitoring and evaluation. This will include:

- Producing quarterly progress reports for Steering Group meetings, when requested.
- Producing an end of project report, when requested.
- A statement and evidence of all expenditure, when requested.
- Site visits by members of the Viridor Credits team.
- Compliance inspections as required by the Regulator.

Release of Viridor Credits funding

Once the offer of funding has been formally accepted and ENTRUST approval for your project has been obtained, funds will be released against contractor invoices for completed works. Viridor Credits is unable to pay deposits or release funding for any upfront payments.

Publicity and Acknowledgement

All organisations will be required, as a condition of the award, to recognise the funding received from Viridor Credits in any material and/or publicity associated with the project. The Grants Officer is on hand to assist you with any publicity and media releases before they are released. We can provide banners for you to publicise our award at the project site during site works and a plaque once the project is finished. Further information and guides on publicising your project award can be found at: **www.viridor-credits.co.uk/pr**.

Further Information

If you would like further information or support with your application form, please contact a member of the team:

Viridor Credits Environmental Company
 First Floor, Aintree House
 Blackbrook Park Avenue
 Taunton, Somerset
 TA1 2PX

Tel: 01823 476476
 Email: enquiries@viridor-credits.co.uk

List of Steering Group Areas

Steering Group

VC South West

Region

Cardiff ERF

Lean, Cornwall

Broadpath, Devon

Exeter ERF

Trigon, Dorset

Dimmer and Walpole, Somerset

VC North

Runcorn ERF

Erin, Derbyshire

Pilsworth, Greater Manchester

Bolton ERF

Peterborough ERF

VC South East

Shelford, Kent

Ardley, Oxfordshire ERF

Masons, Suffolk

Beddington, South London

Pennon Environmental Fund

South West Water operational area