



**Viridor**  
**Credits**

**Opportunities for communities**

## **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 the project with the Viridor Credits team prior to completing the application form.



**Scottish Landfill  
Communities Fund**

### **Scottish Landfill Communities Fund**

The Scottish Landfill Communities Fund is a private scheme that enables Landfill Operators to voluntarily donate a percentage of their Landfill Tax liability to Approved Bodies. Approved Bodies are able to award this donation to eligible projects within 10 miles of qualifying landfill and transfer stations (in the case of objects A, B or F, anywhere in Scotland). Essentially, the aim of the scheme is to enhance the environment of communities affected by landfill operations.

Grants are available from Viridor Credits up to £25,000.

### **Viridor Credits Environmental Company**

Viridor Credits Environmental Company is a company limited by guarantee (No. 4293742) and is an Approved Body registered with SEPA (Reg No. SLCF/AB/004), the regulator of the Scottish Landfill Communities Fund in Scotland. It is also registered as a charity (No. 1096538).

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

### **Revenue Scotland and SEPA**

SEPA regulates the SLCF on behalf of Revenue Scotland and is a non-departmental public body. SEPA's regulatory role with regards to the SLCF is to:

- Scrutinise applications from organisations wishing to enrol as Approved Bodies;
- Check that Approved Bodies spend SLCF monies in compliance with the Scottish Landfill Tax Regulations.

All applicants wishing to receive funding through the SLCF scheme must have their project approved by an Approved Body, such as Viridor Credits.

SEPA does not allocate or have influence over the distribution of SLCF monies.

### **Funding Group**

The Viridor Credits funding group is comprised of the General Manager, Operations Manager and Project Liaison Officer. All decisions to fund are made by the group following the application process and the pre-assessment visit. The group is highly-experienced in delivering funding to projects with the most positive outcomes for communities and the environment. The funding group's decisions are overseen by the Viridor Credits Board.

### **Eligibility and Compliance**

All applications received by Viridor Credits are checked for compliance; that they adhere to the Regulations set by Revenue Scotland, and eligibility; that the project contains aspects that Viridor Credits is able to fund. Each application is judged on its individual merits. Viridor Credits is unable to reconsider applications that have already been unsuccessful.

### **Eligible Applicants**

Any organisation or group which is properly constituted and is not-for-profit can apply. If funds are awarded, Viridor Credits will act as the Approved Body.

### **Project Objectives**

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

- **A** – The reclamation, remediation, restoration or other operation on land to facilitate economic, social or environmental use.
- **B** – Community based recycling, re-use and waste prevention projects.
- **C** – To provide, maintain or improve a public park or other public amenity.
- **D** – The conservation or promotion of biological diversity through the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.
- **E** – The maintenance, repair or restoration of a building, other structure or a site of archaeological interest which is a place of religious worship, or a site of historic or architectural or archaeological interest and is open to the public.
- **F** – The provision of financial, administration and other similar services to projects.

## 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 Scottish 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 Scottish 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 your project is funded, Viridor Credits will release funds against completed, agreed works up to the value of the lowest quotation for the works on production of a corresponding invoice.

## 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 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 must be successfully approved by Viridor Credits before the commencement of any works. If approval is not given, for whatever reason, any offer of funding will be automatically withdrawn
- The Funding Agreement, provided by Viridor Credits, will need to be agreed by return to Viridor Credits before the commencement of any works
- If successful, projects must be started and begin drawing down funding within **6 months** of the date of the Offer Letter and be completed within **12 months** of this date.
- **The Applicant must not enter into any contract or obligation that incurs expenditure against the Project prior to consideration by the Funding Group and before the formal acceptance of the terms of the Funding Agreement. This may affect any offer of funding**

## Project Limits

The nature of the SLCF means that Viridor Credits has put some limits on the values of projects that apply. This is to encourage applications from smaller projects:

- The total cost of the project must not exceed £100,000
- The applicant organisation must not have received an award from Viridor Credits **for the same facility** in the last 12 months
- The Viridor Credits award must not exceed 50% of the total project cost, up to £25,000

Applications to Viridor Credits must be for distinct, whole projects and may be part of a phase of works of a larger project. However, Viridor Credits will not consider applications for phases of projects that are not distinct from a larger project.

## Ineligible Elements

Viridor Credits is unable to consider funding for the following elements:

- Aspects of a project that have already started
- 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 primarily used for service provision or not considered a general public amenity, such as hospitals, day centres, hospices or accommodation
- Proportional projects
- Salaried posts or revenue funding
- Contingencies, fees and preliminaries
- 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
- **New builds** (from 1 February 2020)
- Additional funding

## **General Data Protection Regulation**

Viridor Credits Environmental Company ('Viridor Credits' or 'we') is committed to protecting your personal information when you are using our websites and applications (our 'services'). Whenever you provide such information, we are legally obliged to use your information in line with all laws concerning the protection of personal information, including the General Data Protection Regulations (GDPR). Please visit [www.viridor-credits.co.uk/privacy-policy](http://www.viridor-credits.co.uk/privacy-policy) for more information.

As part of the application process, you may be required to submit personal details of third parties. These can include letters of support and quotations from sole traders, which may include personal email addresses, phone numbers and postal addresses. You must inform anyone who is submitting personal information as part of this application that it may be viewed and retained by Viridor Credits, which may in turn share these details with Entrust and HMRC. You can find more guidance on GDPR and how it affects you by visiting [www.entrust.org.uk/assets/uploads/documents](http://www.entrust.org.uk/assets/uploads/documents) (Section 3.11).

## **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, via Viridor Credits. It does not form part of your total project cost and is not refundable.

The Contributing Third Party payment must be paid within one month of funding being confirmed.

## **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 Approved Bodies
- The applicant/applicant organisation.

**For more information on the Contributing Third Party Payment, please visit [www.viridor-credits.co.uk](http://www.viridor-credits.co.uk).**

## **Applications to Viridor Credits**

**All permissions relating to the project works, such as planning permission or faculty, must be in place prior to submission of the stage 1 application 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 may 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.**

## **Quotations**

Your stage 2 application must be accompanied by at least three comparable quotations or formal tenders, broken down into individual project elements. Quotations must be in-date and on your contractors' formal headed paper. Viridor credits does not accept indicative quotes/costings, QS or architect's costings or estimates. It is assumed that the quotes you submit are final, and that there is no further tendering process to be undertaken. Any project that is tendered after the award from Viridor Credits will lose its award.

## Scoring Criteria

Applications to Viridor Credits are submitted online, via the Viridor Credits website. Once received, all applications are assessed by the Grants Officer for eligibility. Each eligible application is then assessed against our Scoring Criteria under the following headings:

- Deprivation Index
- 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 Funding Group. At this stage all applications receive an on-site visit by the Project Liaison Manager. This visit takes place a few days prior to the Funding Group meeting. The Project Liaison Manager is there to gather further information, complete a compliance check and then to provide their own recommendation to the Funding Group.

## 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, emails 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 Funding 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, funds will be released against contractor invoices for completed works. Viridor Credits is unable to pay deposits or release funding for any upfront payments. Viridor Credits will not release funds to any applicant organisation that is registered as an approved body with SEPA.

## Publicity and Acknowledgement

All organisations will be required, as a condition of the award, to recognise the funding received from Viridor Credits and the Landfill Communities Fund 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 will provide 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](http://www.viridor-credits.co.uk/pr). **If Viridor Credits or the Landfill Communities Fund is not properly referenced at the time of funding or in relevant future publicity, this may exclude the applicant from any further funding.**

**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  
PO Box 977  
Taunton  
TA1 2PQ

Tel: 01823 476476  
Email: [enquiries@viridor-credits.co.uk](mailto:enquiries@viridor-credits.co.uk)