



## **Evolve EB Guidance notes for applicants (community and environmental projects)**

These guidance notes have been produced to help you complete the application form with the level of detail required to enable a full assessment to be carried out. If you have any queries regarding the application or the procedure in applying for funds, please contact Evolve EB 01943 468584.

Evolve EB is an environmental body registered with ENTRUST and has been established to manage landfill tax credits through the Landfill Tax Credit Scheme and the funding provided through the Community Benefits Fund.

Please complete the application form in block capitals and in black ink or typed. Alternatively, you can have the form e-mailed to you as a Word document.

If you are attaching further supporting information please ensure that the name of your project is clearly marked at the top of any extra enclosures. Please feel free to include additional supporting information with your application if you feel there is insufficient room on the application form.

When you send the application form back to Evolve EB, please ensure you have included the completed checklist.

Your application will be acknowledged within 14 days.

Once the application has been assessed by the Project Manager and providing it is fully compliant with the regulations, it will be discussed at the next Management Meeting. The meetings are held quarterly and decisions will be notified within 4 weeks of the meeting date by post. Please contact project manager to find out when the next meeting will be held.

## **Criteria for assessment (for all project types)**

1. All selected projects must comply with one of the objects specified within the Landfill Tax Regulations (objects are listed in these guidance notes).
2. Before an offer of funding is made the project must be registered with ENTRUST, the regulator of the Landfill Tax Credit Scheme. Evolve EB will do this.
3. All community projects must be within ten miles of an active landfill site
4. Community projects that benefit as many members of the community as possible will be favoured over those that offer benefit to a restricted number.
5. A public access statement is required for all community projects apart from object da where general public access to project sites does not need to be demonstrated. This must comply with the guidelines set out by ENTRUST.
6. No correspondence will be entered into with applicants who have been unsuccessful in their funding bid.
7. Projects which have secured matched funding (no percentage defined) will be favoured.
8. Grant applications for work that has already taken place will not be accepted.
9. Applicants must ensure they use the most up to date application form. Applications on old forms will not be accepted. Up to date forms are available from Evolve EB and can be emailed in Word format. The most up to date application pack is version 4.

## **Guidance on completing the application form**

### **Section One: Contact details**

Please ensure you include all your contact details in Section One, **including a daytime telephone number** and, if possible, an e-mail address.

### **Section Two: Previous Project Details**

Please ensure you provide us with details of any previous applications you have submitted through Evolve EB including information on whether you were successful in securing funding, how much funding was allocated, what the project was etc.

### **Section Three: Project Information**

Your project must be eligible to receive landfill tax credit funding. ENTRUST, the regulator for the scheme, has established a criteria for which projects must fall into at least one category. This particular application form is for projects which fall into either category d,da or e.

The ENTRUST categories are:

- d Provision and maintenance of public amenity - 10 mile vicinity rule applies
  - da Projects that are for the protection of the environment and the conservation/promotion of biological diversity on land or water- 10 mile vicinity rule applies. General public access to project sites would not need to be demonstrated on object da.
  - e Restoration and repair of buildings open to the public for religious worship or which are of historic or architectural interest - 10 mile vicinity rule applies
- 3.01 Please provide a concise description of your project in no more than 50 words.
  - 3.02 Why do you want to do your project? Please explain any relevant background information, which would support your application.
  - 3.03 What are the overall aims of the project and how will these be achieved in terms of its objectives?
  - 3.04 This does not only mean the natural environment but could include the quality of life in your community, or the appearance of your village or town.
  - 3.05 You must state whether you plan to use recycled or secondary aggregates during the project.
  - 3.06 You must state whether energy efficiency has been considered in the design and implementation of your project.

- 3.07 Biological diversity or biodiversity is the living component of the natural world and embraces all plant & animal species and communities associated with terrestrial, aquatic and marine habitats. You need to explain how you will maintain and enhance natural biodiversity through the provision, conservation or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.
- 3.08 Indicate whether your project will be for a specific species or habitat at a specific site?
- 3.09 You will need to be specific on what type of habitat or species you are working on. Projects will need to be linked to specific areas at a site. These can include land & water areas.
- 3.10 Specific research may be undertaken on the habitat & species where the intent is to conserve, restore or enhance the habitat to the benefit of biodiversity.
- 3.11 Specific recording may be undertaken on the habitat & species where the intent is to conserve, restore or enhance the habitat to the benefit of biodiversity.
- 3.12 Specific management plans may be undertaken on the habitat & species where the intent is to conserve, restore or enhance the habitat to the benefit of biodiversity.
- 3.13 Monitoring may be undertaken where the intent is to conserve, restore or enhance the habitat to the benefit of biodiversity.
- 3.14 Education cannot be the main intent of the project but rather be an additional cost in relaying information about the habitat. Who will it be aimed at and how will this be carried out.
- 3.15 Provide evidence (ie letters of support) of any partnerships working with you on this project. Examples would be Forestry Commission or Wildlife Trust.
- 3.16 This is to provide information in data form so that the project can be measured & to enable reporting on the projects success to take place.
- 3.17 Please state how you intend to ensure that the project is managed in the future. Who will manage the project and who will fund the management?
- 3.18 If the project has more than one organisation involved, please provide details of them.
- 3.19 For category 'e' projects, the type of building is important.
- 3.20 It is important that you show us exactly where your project is in relation to the nearest landfill site. Please include a clear map showing the distance 'as the crow flies' from your project (outlined in red) to the landfill site (outlined in blue). The Landfill Tax Regulations state that a project must be within 10 miles of a landfill site.

- 3.21 If the project is operated with a view to profit, then it cannot be funded with landfill tax credits.
- 3.22 You must declare how much income is to be generated through the project, and in order for us to determine whether the project will be profit making, you must state how this income will be spent.
- 3.23 Each project must be available or open to the public in order to receive landfill tax credit funding. You will need to provide evidence of this so that ENTRUST approval can be obtained. However with object da general public access to project sites does not need to be demonstrated.
- 3.24 Provide information on how you are going to advertise the facility including opening times and forth coming events etc.
- 3.25 If planning permission is required, you will need to send a copy of the permission from the local authority. Please provide all details relating to this.
- 3.26 If the project is part of planning conditions, then it cannot be funded with landfill tax credits.
- 3.27 & Some projects require consultation with various groups so that all views from  
3.28 the community and professionals are taken into consideration. You are required to provide full details. Please also provide details of any approvals obtained.
- 3.29 You are required to provide the name of the local authority in which the project falls.
- 3.30 What is the name of the owner of the land in which the project will take place?
- 3.31 Please provide details if you are wishing to use LTCS money to purchase land.
- 3.32 Please provide details of the company you have chosen to carry out the work and include the relevant quotes. If you are requesting more than £5,000 we require copies of at least three tender documents.
- 3.33 Indicate whether the project is ready for commencement?
- 3.34 If the project is not ready for commencement please give an indication as to when it is likely to start?
- 3.35 Please give us an indication of when you would be most likely to submit your first grant claim (i.e. receive your first invoice for the project work)
- 3.36 Please give us an indication of when you would be most likely to submit your final grant claim (i.e. receive your last invoice for the project work)
- 3.37 You will need to provide information that you are financially and physically ready to commence with the project. This must include any relevant information such as architectural plans, business plans and bank statements etc.

- 3.38 Please provide any actions or procedures that need to be carried out before work can commence. Examples might include securing remaining funds or obtaining planning permission.
- 3.39 Please declare whether your project involves making improvements or provides improved facilities for people with disabilities.

## **Section Four – Financial Information**

The projects must have costs which are realistic and offer value for money. The project must be sustainable and have a plan for the long-term financial management. Project proposers should try to seek funding from more than one source (known as matched funding).

If the amount of funding required is more than £20,000, you are required to submit a business plan. Typically, a business plan will include:

- objectives
- targets
- tangible outputs
- marketing plan/dissemination
- evaluation process
- timescales
- full budget, specification and costings
- plans for monitoring the project, both during and after the period of funding
- any future management plans

- 4.01 Include total cost of project. If you are requesting in excess of £5,000, please ensure that you have gone out to competitive tender for the work involved, (at least three tenders). Please supply copies of the tender documents and explain your tender procedure. If the contract for the work has been let, please supply copies of this. Please supply a business plan for projects over £20,000.
- 4.02 If you are entitled to claim back VAT from your project, Evolve EB will only pay the net amount on the invoices submitted.
- 4.03 Please include the amount you are applying for from Evolve EB.
- 4.04 & It is essential to provide a breakdown of the project costs. You may need  
4.05 to use an extra sheet of paper and can use spreadsheets as necessary.
- 4.06 Please provide details of other applications made for funding to any funding body, including landfill tax credits. Information should include name of funding body applied to, the amount applying for, timescale and if the funding is secured or in the application process.
- 4.07 10% of any landfill tax credit grant is made up from a direct contribution from the landfill site operator. The landfill operator is allowed to ask for this 10% to be reimbursed to them from a third party. The reimbursement can be made by any organisation except any of the following:

- another Environmental Body (as approved by ENTRUST)
- an organisation corporately associated with an Environmental Body, either controlling or controlled by an Environmental Body or capable of significantly influencing the actions of an Environmental Body, or
- a contractor of an Environmental Body

Please confirm in a separate letter that you will be able to raise this money or identify a suitable third party willing to provide this reimbursement.

4.08 If your application is successful, Evolve EB will need to know the name of the third party contributor.

4.09 Please state who would be the preferred payee if funding was granted, e.g. project organisation/proposer or the contractor who carried out the work. Please submit the payee's details.

4.10 Please provide contact details of the person or organisation that will be responsible for any press releases or opening ceremonies on starting/completion of projects (providing your application is successful).

## **Declaration**

4.11 Please sign and date the application. Applications without a signature cannot be accepted.

Applications, supporting evidence and the checklist should be sent to:

Community Grants Officer  
C/o Evolve EB  
Pegholme Mill,  
Wharfebank Business Centre  
Ilkley Road  
Otley  
West Yorkshire  
LS21 3JP

Tel: 01943 468584  
Fax: 01943 462075  
Email: [info@evolveeb.co.uk](mailto:info@evolveeb.co.uk)