

communities
trust
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Landfill Communities Fund
Communities Application Guide
LCF SUEZ Communities Trust

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1. Introduction

This guide has been created to help applicants understand what the Landfill Communities Fund (LCF) is and to find out if a project is eligible for funding from SUEZ Communities Trust. The guide also aims to provide potential applicants with all of the information they will need to submit an online application to SUEZ Communities Trust.

It is important that you read this guide in full before starting an application for funding.

2. Contact Details

SUEZ Communities Trust
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Worle
Weston-super-Mare
North Somerset
BS22 6WA

Tel: 01934 524013

Web: www.suezcommunitiestrust.org.uk

Email: info@suezcommunitiestrust.org.uk

Data protection Full details of our privacy policy can be found on our website.

3. Fund Information

What is the Landfill Communities Fund?

Companies that operate landfill sites collect landfill tax for every tonne of waste that goes into one of their sites. The UK government allows a proportion of this tax to be allocated to the Landfill Communities Fund to support community and environmental improvement projects. SUEZ Communities Trust is one of the funders registered to distribute LCF funding and receives its funding from SUEZ recycling and recovery UK, which owns and operates landfill sites in England.

Who can apply for funding?

To be eligible to apply to SUEZ Communities Trust an organisation must:

- ✓ **Own or hold a lease for the project site with at least 5 years remaining**
Projects should be based at a project site which must be owned or leased by the applying organisation. If the applying organisation neither owns the project site, nor has a lease with a minimum of 5 years remaining, it is not eligible to apply for SUEZ Communities Trust funding. The lease must be active before any application is made. Letters of intent or draft lease agreements are not accepted.
- ✓ **Be run on a not for profit basis**
The applying organisation and the project site must be run on a not for profit basis. Not-for-profit organisations could include community groups, parish councils, charities, community interest companies, sports clubs, community associations, local authorities and voluntary organisations.

If your project site has received SUEZ Communities Trust funding within the last 3 years then a new application will not be considered until three years has elapsed from the date the previous funding agreement was signed.

If a stage two application has been considered by the SUEZ Communities Trust Board of Directors but not supported, applicants must wait at least 12 months before re-submitting the same (or modified) project.

Is your project in an eligible location?

To be eligible for funding the project site must be in England and within a SUEZ Communities Trust funding zone. There are currently approximately 80 funding zones in England.

A funding zone is anywhere within a 3 mile radius of a qualifying SUEZ recycling and recovery UK waste processing site.

The postcode checker on our website www.suezcommunitiestrust.org.uk/postcode-checker allows you to easily see whether your project location falls within a funding zone. If you would prefer assistance please contact us with the project site postcode to hand.

Applicants with projects located in areas governed by **Lancashire County Council** are requested to direct their funding enquiries to Lancashire Environmental Fund (LEF). LEF is an entirely separate organisation that distributes the landfill tax credits raised by SUEZ recycling and recovery UK in the county. However, we welcome applications for projects located within the unitary authorities of Blackburn and Blackpool that are within 3 miles of a qualifying SUEZ recycling and recovery UK waste processing site. The postcode checker on our website will confirm if your project site is eligible. To find out more about LEF visit their website on <http://www.lancsenfund.org.uk>

In areas governed by **Cornwall Council** applicants are requested to direct their enquiries for funding to SITA Cornwall Trust. SITA Cornwall Trust is an entirely separate organisation which

distributes the landfill tax credits raised by SUEZ recycling and recovery UK in the county. To find out more about SITA Cornwall Trust visit its website at www.sitacornwalltrust.co.uk

What do we mean by “physical improvements”?

The term “physical improvements” means practical improvements to the amenity or project site with the purpose of benefitting people, a habitat or species. We provide funding for what is often referred to as “capital costs” because we can support things like materials and contractor labour, i.e. costs directly incurred in carrying out the improvements to the amenity or site.

Our funding does not cover organisational overheads such as professional fees, office rent, project management or salaries.

A simple example here is that SUEZ Communities Trust funding would pay for a tin of paint and a professional decorator to paint the walls but could not be used to pay the person who decides what colour the paint will be or who organises the decorator to come in, or for the phone bill accrued when calling the decorator.

What types of projects can SUEZ Communities Trust fund?

SUEZ Communities Trust provides funding to not-for-profit organisations to undertake work that is eligible under the rules of the Landfill Communities Fund.

SUEZ Communities Trust will consider projects which focus on physical improvement at an identified site. Funding is typically awarded for the purchase of materials/equipment and the appointment of a contractor to undertake the improvement work. A request for funding for multiple sites or for salaries, running costs, project management or design fees will not be considered.

Funding awards of up to £50,000 are offered through two funds:

Smaller Projects Fund	Primary Fund
<ul style="list-style-type: none">• Awards between £1 and £20,000• Projects must have an overall cost of no more than £40,000• Projects must start within 3 months and complete within 12 months of funds being awarded	<ul style="list-style-type: none">• Awards between £1 and £50,000• Projects must have an overall cost of no more than £250,000• Projects must start within 6 months and complete within 12 months of funds being awarded

SUEZ Communities Trust cannot provide retrospective funding for projects which have already started or which have been completed.

Public Access

SUEZ Communities Trust’s funding programmes are designed to benefit as many people as possible. As a result, public access is an important issue. All projects must be open to all sections of the community and have unrestricted public access for a minimum of 104 days per year; that is no less than 4 evenings or 2 days each week or 12 full weeks each year. You will be asked to provide details of public access in your application. Organisations which require membership must allow the general public to join at a reasonable cost.

The Trust is unlikely to support a project where the minimum public access requirements are technically met, but where public usage is limited in reality.

The following types of projects (also known as objects) are considered:

Public Amenities (Object D)

To provide, maintain or improve an amenity that is used primarily for leisure and recreation.

Criteria & Exclusions

- The amenity must be in a SUEZ Communities Trust funding zone
- The amenity must be not for profit
- The amenity must be open and accessible to the general public for at least 104 days a year
- The amenity must be used primarily for the purpose of leisure and recreation. Amenities which are primarily used for religious activities, healthcare, education/training, childcare, specialist services or advice cannot be considered
- The amenity must be available to all sections of the community. Amenities which are only accessible to specific user groups defined by age, sex, disability, race etc. cannot be considered
- SUEZ Communities Trust does not fund educational institutions (pre-schools, schools, colleges, universities etc.) libraries, allotments, car parks, vehicles, food banks, charity shops, public toilets, residential facilities, photovoltaic cells, the purchase of land or buildings or projects which are primarily for the purpose of energy or cost saving
- Applications to construct new buildings or extensions to existing buildings will not be considered. This includes construction, connection of services, fixtures and fittings. We will consider an application for equipment, furnishings or small electrical appliances such as tables, chairs, curtains, coffee machine or sporting equipment but only once a new building or extension is at or very near a state of practical completion. When timing your application please note that we would expect items that are purchased for a new or extended amenity to be in use within 6 months of the funding award
- Funding for any type of boat will only be considered if it is to be used for training, or supporting training and exclusively on a defined body of water (i.e. a lake or stretch of river) within a SUEZ Communities Trust funding zone. The applying organisation must have permission to sail on the defined body of water. The boat must be stored at or near the waterside in a facility owned or leased by the applying organisation
- SUEZ Communities Trust will consider the purchase and installation of a re-locatable building such as a shed for storing equipment or a cabin containing changing and toilet facilities for a sports field. Only a single, re-locatable and self-contained unit with a floor area of no more than 24sq metres will be considered
- The provision of the amenity must not be required by statutory notice, order or agreement or under the terms of a planning permission or consent
- Replacement boilers, heating systems, kitchens and double glazing will only be considered where the existing items are no longer serviceable or if part of a wider project where it makes sense to make such improvements whilst other work is being undertaken

Biodiversity (Object DA)

The conservation of biodiversity through the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.

Criteria & Exclusions

- The site must be in a SUEZ Communities Trust funding zone
- The site must be open and accessible to the general public for at least 104 days a year
- The project must undertake physical works to provide, conserve, restore or enhance a terrestrial habitat or species present on the list of priority species in England and Wales (Sections 41 & 42 of the Natural Environment and Rural Communities Act 2006). This is the list of animals, plants and habitats considered to be of principal importance for biodiversity conservation. The list can be found here: <http://jncc.defra.gov.uk/page-5705>
- At least 90% of project costs should be allocated to the practical, onsite delivery of biodiversity conservation work to benefit the single priority species or habitat i.e. materials, contractor costs, machinery hire etc.
- Up to 10% of the budget can be allocated to other activities which are directly relevant to the physical delivery of the project but which might not directly benefit the focus species/habitat i.e. interpretation boards
- The project cannot be carried out as part of the requirements of a statutory notice, order or agreement; under the terms of a planning permission or consent
- SUEZ Communities Trust does not fund projects which are focussed on research or survey work
- The project must take place at a single site and be focused on a single habitat or species.
- SUEZ Communities Trust does not fund staff posts/salaries but will consider funding an employee of your organisation to deliver specific on-site project related practical tasks if it is the most effective way of achieving the conservation objectives and value for money can be demonstrated. On-site practical work, for which staff costs are being requested, must be clearly itemised within the project budget and shown as specific tasks (e.g. 6 days scrub clearance), and the cost calculated on a day rate basis. The day rate for a member of staff working on the practical delivery of a project supported by SUEZ Communities Trust must be calculated by totalling the annual salary, N.I. and pension costs, and then dividing by 260
- The project site must not be operated for profit

Historic Buildings, Structures or Sites (Object 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.

Criteria & Exclusions

- The building, structure or site must be in a SUEZ Communities Trust funding zone
- The building, structure or site must be a place of worship or be of historical or architectural interest
- The building, structure or site cannot be operated for profit
- The building, structure or site must be open and accessible to the public for at least 104 days a year
- Improvements to places of religious worship will only be considered if Grade I designated. Projects to improve other historic buildings, structures or sites must be Grade I, II or II* or have another significant heritage designation i.e. Scheduled Ancient Monument
- The project must be to carry out works that maintain, repair or restore the building, structure or site. New works are not typically allowable.

What types of amenities / sites can SUEZ Communities Trust fund?

This list is for guidance only and not exhaustive. Please contact us if you are unsure if we can support your project.

Public Amenities (Object D)

Community amenities

- ✓ Community Centres / Halls
- ✓ Community Cafes
- ✓ Museums / Galleries
- ✓ Theatres
- ✓ Arts Centres
- ✓ Youth Centres (if also used by other sections of the community)

Sport & recreation amenities

- ✓ Public parks / Community Gardens / Village Greens / Nature Reserves
- ✓ Sports fields and amenities (e.g. pavilions)
- ✓ Activity Centres
- ✓ Cycle Paths / Tracks / Parks
- ✓ Sports clubs (bowls, tennis, rugby etc.)
- ✓ Public playgrounds and Multi Use Games Areas
- ✓ Public rights of way & footpaths
- ✓ Bridle Ways
- ✓ Country Parks
- ✓ Skate Parks
- ✓ Water Sports Amenities

Historic Buildings (Object E)

- ✓ Places of worship (Grade I)
- ✓ Scheduled Ancient Monuments
- ✓ Listed historic structures
- ✓ Listed community buildings (any grade)

Biodiversity (Object DA)

- ✓ Nature Reserves
- ✓ Forests / Woodlands
- ✓ Wetlands
- ✓ Rivers & Streams
- ✓ River Parks
- ✓ Orchards
- ✓ Commons and Heaths
- ✓ Meadows
- ✓ Lakes & Ponds

What is a Contributing Third Party (CTP) payment?

Before SUEZ Communities Trust can release funding to a project a payment called the Contributing Third Party payment will need to be arranged. The CTP payment is an unusual requirement so it is important to read on to understand what it is and why we ask for it.

Why is a CTP payment required?

Under the rules of the Landfill Communities Fund, SUEZ recycling and recovery UK (our donor) can contribute some of the landfill tax it collects in England to SUEZ Communities Trust, and reclaim most (but not all) of this contribution as a tax credit. We also have to pay the regulator a fee and incur other minor costs.

To make up the shortfall, SUEZ recycling and recovery UK requires that 11.5% of the money provided is recovered from third parties. We call this the CTP payment.

Under the rules, Landfill Communities Fund money cannot be used to provide the CTP payment so it must be raised from other sources. The CTP payment is paid to SUEZ recycling and recovery UK and not SUEZ Communities Trust but neither SUEZ recycling and recovery UK nor SUEZ Communities Trust will benefit financially.

The CTP payment might come from:

- The applying organisation
- Donation from an individual
- Award from the local authority/council
- 'Friends of' i.e. supporters of a project
- Local businesses
- Grants and other awards (not sourced from the Landfill Communities Fund)

To calculate the CTP payment for your project please visit the SUEZ Communities Trust website:
www.suezcommunitiestrust.org.uk/ctp

How does the CTP payment work?

We will explain the mechanism through an example:

If an organisation has applied to SUEZ Communities Trust for £20,000 and the application is successful, it will receive £20,000 from SUEZ Communities Trust.

However, a CTP payment must be provided to SUEZ recycling and recovery UK as part of the process to release the money.

To release the £20,000, a £2,300 payment must first be made to SUEZ recycling and recovery UK. The application will clearly show that the payment has not been raised from within the Landfill Communities Fund.

We appreciate that the CTP payment is an unusual rule so, if you require further explanation, please contact us.

4. Example Projects

Play Area Improvements

Installation of new play equipment, safety surfacing and fencing at a public park



- The existing equipment was outdated and a consultation with the local community identified the need for new dog-free play opportunities with a focus on younger children
- SUEZ Communities Trust funded 3 new pieces of play equipment and fencing. The local community fundraised to pay for the safety surfacing
- The project was instigated by the 'friends of' group and led by the local council - which provided the Contributing Third Party payment
- The project helped to improve a public park and met the criteria for Public Amenity (Object D)

Restoration of Lowland Heathland

Restoration of 6 hectares of lowland heathland habitat



- The lowland heathland habitat was in poor condition due to the encroachment of scrub which was out-competing heathland species
- SUEZ Communities Trust funded a conservation organisation to remove scrub and sow heather seed to encourage heathland plant species to recolonise
- A small amount of the funding was spent on an interpretation board to explain the importance of the habitat to visitors
- The project was led by a conservation organisation which provided the Contributing Third Party payment from its own reserves
- The project helped to restore a natural terrestrial habitat on the list of priority species in England and Wales and met the criteria for Biodiversity (Object DA)

Restoration of Historic Stained Glass Windows

Restoration of 2 stained glass windows at a Grade I listed church



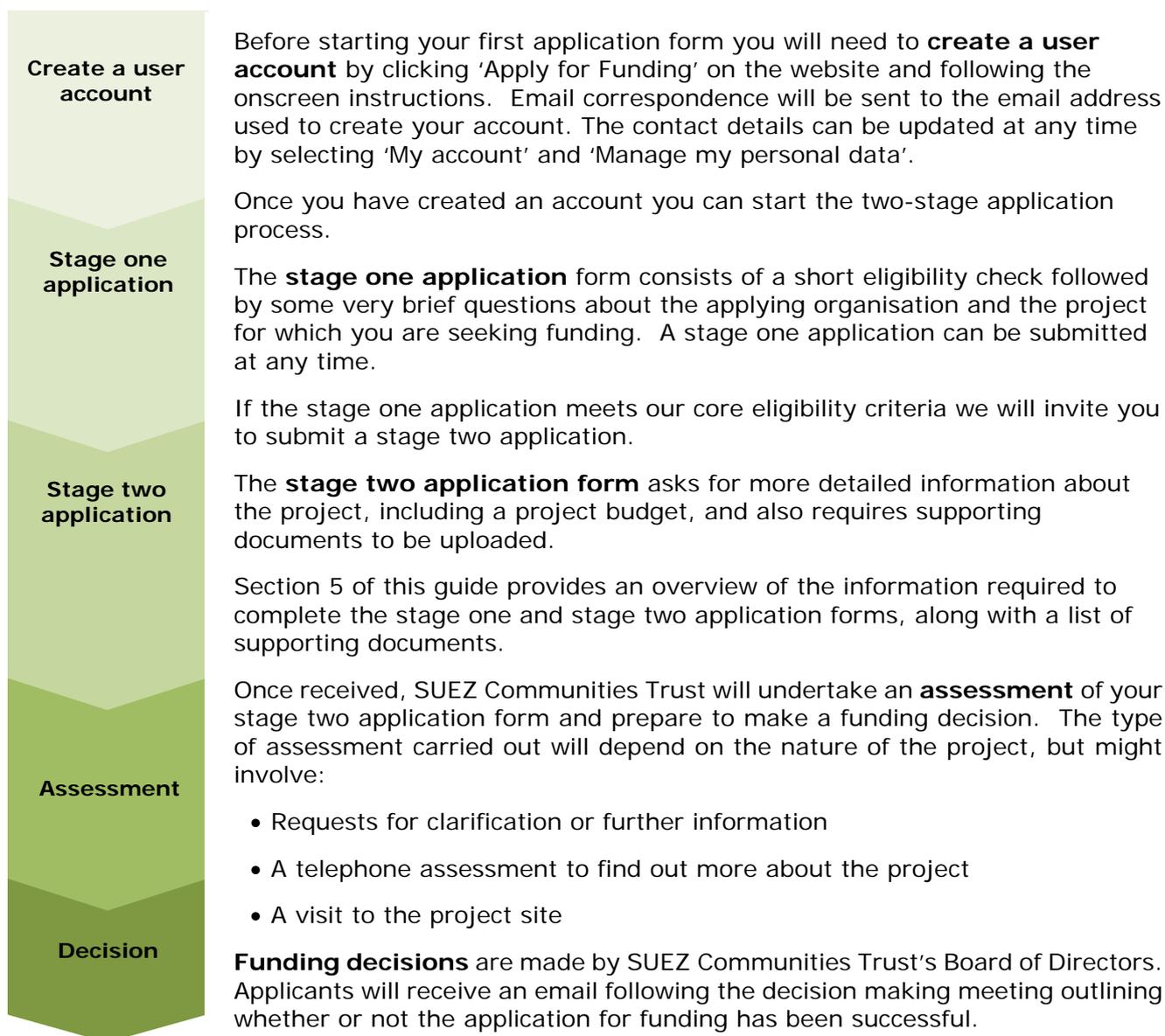
- The windows, dating back to the mid-19th century, were suffering from damage and deterioration
- SUEZ Communities Trust funded a specialist contractor to sensitively restore the glass and lead-work and make repairs to the stonework of the nave windows
- The project was led by the church council with support from the local diocese. A local individual donated the Contributing Third Party payment
- The church is open to the public every day
- The project helped to restore an historic Grade I listed place of religious worship and met the criteria for Historic Buildings (Object E)

5. How to Apply for Funding

Applications for funding from SUEZ Communities Trust can be made via the online application system accessible from the Trust's website. The application process is in two stages.

Applications can be started and submitted at any time – there are no application deadlines.

The application process



Timing your application

It is important to time your application carefully so that you are able complete the two-stage process and receive a funding decision in good time to start the project.

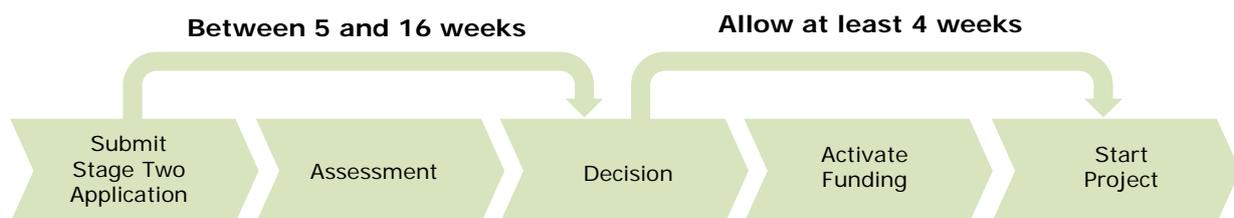
A stage one application can be submitted at any time. Once submitted it will be reviewed by the team at SUEZ Communities Trust and a response will be sent by email within 5 working days.

If the project appears to meet the funding criteria you will receive an email inviting you to complete and submit a stage two application form within 12 weeks. Submitting the application sooner may mean that a funding decision can be made more quickly.

In the email inviting you to stage two we will estimate when you will be notified of the outcome of your funding application.

From the point that a stage two application is submitted we aim to make a funding decision within 5 to 16 weeks. The exact date you will be notified of the funding decision will depend on a number of factors including how quickly you submit your stage two application, the completeness of the application and the volume of applications already under consideration.

We recommend that you submit your stage two application at least 20 weeks before you plan to start any SUEZ Communities Trust funded work.



Activating your funding

If your application for funding is successful you will receive an email outlining a conditional offer of funding. Before your project can start all of the conditions must be met by activating the funding. Activating the funding involves arranging a Contributing Third Party (CTP) payment, agreeing a Project Delivery Plan and signing a legally binding Funding Agreement.

You should allow at least 4 weeks to complete the process of activating the funding. Unless otherwise agreed, a funding offer will expire if it has not been activated within 12 weeks of receiving the conditional offer of funding.

Starting your project

The funding must be activated, culminating with the signing of a Funding Agreement, before a project can start and the Trust can begin releasing funds.

For the Smaller Projects Fund, projects must start within 3 months of a funding award.

For the Primary Fund, projects must start within 6 months of a funding award.

All projects are expected to complete within 12 months.

6. Information Required to Make an Application

This section provides an overview of the information required to complete the stage one and stage two application forms.

Stage one

To complete the stage one application form you will need:

- ✓ Confirmation that the project site is within a funding zone (see section 2)
- ✓ Details about the applying organisation including the type of organisation (i.e. charity) and its main objectives. You may need to refer to the organisation's constitution, mission statement etc.
- ✓ Basic contact details for the person who will be the main contact for all correspondence relating to your application
- ✓ A full and accurate address for the project site where any SUEZ Communities Trust funding is intended to be spent
- ✓ A brief description of the project and how it meets the relevant funding criteria detailed in section 2
- ✓ Details of any previous SUEZ Communities Trust funded projects which have taken place at the project site within the last 3 years
- ✓ Confirmation that the applying organisation either owns the project site or is in possession of a fully signed lease with a minimum of 5 years remaining
- ✓ The amount of funding being requested and the overall project cost
- ✓ The date you expect the SUEZ Communities Trust funded work to commence and complete

Stage two

To complete the stage two application form you will need:

- ✓ Full contact details for the person who will be the main contact for all correspondence relating to your application
- ✓ Details of the applying organisation's social media accounts (links to web, Facebook and Twitter pages)
- ✓ A full description of the project and how it meets the relevant funding criteria detailed in section 2
- ✓ Details of evidence that local people support the project
- ✓ Details regarding the lease including term, date signed etc. (if applicable). It is likely that you will need to refer to the signed lease document to gather this information
- ✓ An understanding of the relevant insurance policies held by the applying organisation
- ✓ Details of planning permission or any other form of consent required for the project
- ✓ The estimated number of users and footfall at the project site, both before and upon completion of the anticipated project
- ✓ The applying organisation's Environmental Body registration number (if registered with ENTRUST as an Environmental Body within the Landfill Communities Fund)
- ✓ A description of how the project will be maintained after the support of SUEZ Communities Trust has ended
- ✓ Details of the opening hours at the project site and a typical weekly timetable of regular activities, events and user groups. Details of any one-off, irregular, adhoc or potential future activities, events or user groups
- ✓ Confirmation of the applying organisation's VAT status and whether it is able to reclaim any VAT on the cost of the work for which funding is being requested
- ✓ Project costs - to be able to create a budget
- ✓ Details of any additional funding which has already been secured or funding applications which are pending a decision

If you are applying for **Public Amenities (Object D)** funding you will also need:

- ✓ Details of any membership scheme in place at the project site

If you are applying for **Historic Buildings (Object E)** funding you will also need:

- ✓ A description of the designation of the historic building/structure and how it is of historical or architectural interest
- ✓ Details of why the repair/restoration/improvement work you are proposing is necessary
- ✓ Details of any statutory notices, orders or agreements, planning permission terms or consents

If you are applying for **Biodiversity (Object DA)** funding you will also need:

- ✓ An identified priority habitat or species which is the focus of your application
- ✓ A description of the proposed practical conservation work and an explanation of how this will benefit the focus habitat or species
- ✓ Details of any statutory notices, orders or agreements, planning permission terms or consents
- ✓ An explanation of how the conservation outcomes will be monitored and recorded
- ✓ Details of any wildlife designations (i.e. SSSI, SPA, LNR, AONB etc.) which the project site has

Stage two – Supporting Documents

To complete a stage two application form you will also need the following **supporting documents**:

- ✓ **A minimum of two and a maximum of four digital photographs to illustrate the project**
If your application is for internal works to a building please provide a photograph of the exterior of the building as well as the internal areas.
- ✓ **Up to three letters of support**
Letters or emails from third parties which endorse the project and the need for funding. Letters of support might come from user groups, partner organisations, lead authorities, your local Councillor, Member of Parliament etc.
- ✓ **Evidence of value for money**
To ensure that the project benefits from best value and funds are used effectively and appropriately, SUEZ Communities Trust requests that you obtain a minimum of three independent quotes for all work, services and purchases for which funding is being requested. **If for any reason you are unable to provide the necessary quotations you must contact us before submitting your application.**
- ✓ **The applying organisation's latest set of accounts**