



Landfill Communities Fund  
**Scotland** Application  
Guide  
SUEZ  
Communities Trust

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## 1. Introduction

This guide has been created to help applicants understand what the Scottish Landfill Communities Fund (SLCF) 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 completing the application form.**

## 2. Contact details

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BS22 6WA

Tel: 01934 524013

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Email: [info@suezcommunitiestrust.org.uk](mailto:info@suezcommunitiestrust.org.uk)

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

## 3. Fund Information

### What is the Scottish Landfill Communities Fund?

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

### 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 the project site in an eligible location?

To be eligible for funding the project site must be in Scotland.

If you are applying for Public Amenity, Biodiversity or Historic Building funding your project site will also need to be in the vicinity of a landfill site or transfer station. To find out you can use the screening tool on the Scottish Environment Protection Agency (SEPA) website <http://www.sepa.org.uk/data-visualisation/scottish-communities-landfill-fund/>. If you would prefer assistance please contact us with the project site postcode to hand.

### 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 Scottish Landfill Communities Fund, SUEZ recycling and recovery UK (our donor) can contribute some of the landfill tax it collects in Scotland 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, Scottish 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 Scottish Landfill Communities Fund)

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

### How does the CTP payment work?

We will explain the mechanism through an example:

If you have applied to SUEZ Communities Trust for £20,000 and your application is successful, you 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, you must first make a payment of £2,300 to SUEZ recycling and recovery UK. Your application will clearly show that the payment has not been raised from within the Scottish Landfill Communities Fund.

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

### What types of project 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 Scottish 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

- 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

#### Primary Fund

- 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.

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

### **Land Reclamation (Object A)**

The reclamation, remediation, restoration or other operation on land to facilitate economic, social or environmental use.

#### **Criteria & Exclusions**

- The project must be in Scotland
- The work must be on a site where there once was an activity which has now ceased, which prevents or restricts the current use of the land, e.g. the site may have been contaminated
- We do not fund purchase of land or the purchase or construction of new buildings
- The reclamation, remediation or restoration of the land must not be required under a statutory notice, order or agreement; or under the terms of a planning permission or consent
- The person who polluted the land must not benefit from the reclamation, remediation or restoration of the land

### **Community Recycling (Object B)**

Community based recycling, re-use and waste prevention projects.

#### **Criteria & Exclusions**

- The project must be in Scotland
- The project must be community based and not for profit
- The project must encourage recycling, re-use or waste prevention
- The project must protect the environment
- 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; under a Nature Reserve agreement; on a SSSI or under a Management Scheme or Notice

### **Public Amenities (Object C)**

To provide, maintain or improve a public park or other public amenity.

#### **Criteria & Exclusions**

- The park or public amenity must be in Scotland and within the vicinity of a landfill site or transfer station (see guidance on page 5)
- The park or public amenity must be open and accessible to the general public for at least 104 days a year (a minimum of four evenings or two full days each week)
- The park or public amenity must be used primarily for the purpose of leisure and recreation. Amenities which are primarily used for religious activities, healthcare, education/training, childcare, provision of specialist services or advice cannot be considered
- The park or public amenity must not be operated with a view to profit
- The provision of the park or public amenity must not be required by statutory notice, order or agreement or under the terms of a planning permission or consent
- Amenities which are only accessible to specific user groups defined by age, sex, disability, race etc. cannot be considered
- 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
- SUEZ Communities Trust does not fund purchase of land or buildings, the construction of new buildings or extensions, libraries, car parks, vehicles, food banks, charity shops, public toilets or residential facilities, photovoltaic cells or projects which are purely for the purpose of energy or cost saving
- SUEZ Communities Trust does not fund projects on school or pre-school sites where the facilities provided will primarily benefit the school

## Biodiversity (Object 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.

### Criteria & Exclusions

- The proposed site must be in Scotland and within the vicinity of a landfill site or transfer station (see guidance on page 5)
- The project must undertake physical works to provide, conserve, restore or enhance a terrestrial habitat or species present on the Scottish Biodiversity List. This is the list of animals, plants and habitats considered to be of principal importance for biodiversity conservation in Scotland
- 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; under a Nature Reserve agreement; on a SSSI or under a Management Scheme or Notice
- 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 site must be open and accessible to the general public for at least 104 days a year (a minimum of four evenings or two full days each week)
- The project must take place at a single site. However, a project site could be defined ecologically i.e. a river catchment with work taking place at multiple locations
- 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. 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
- SUEZ Communities Trust does not fund projects which are focussed on research or survey work
- The project must not be for profit

## Historic Buildings (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 Scotland and within the vicinity of a landfill site or transfer station (see guidance on page 5)
- The project must be to carry out works that maintain, repair or restore the building, structure or site
- Improvements to places of religious worship will only be considered if Grade A designated. Projects to improve other historic buildings, structures or sites must be Grade A or B or have another significant heritage designation i.e. Scheduled Ancient Monument
- The building, structure or site must be a place of religious worship, or must be of historic, archaeological or architectural interest
- The building, structure or site must be open and accessible to the general public for at least 104 days a year (a minimum of four evenings or two full days each week)
- The building, structure or site cannot be operated for profit

To apply for **Object F** funding please contact us to discuss your application.

## 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 C)

### 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 Scottish Biodiversity List and met the criteria for Biodiversity (Object D)

### Restoration of Historic Stained Glass Windows

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



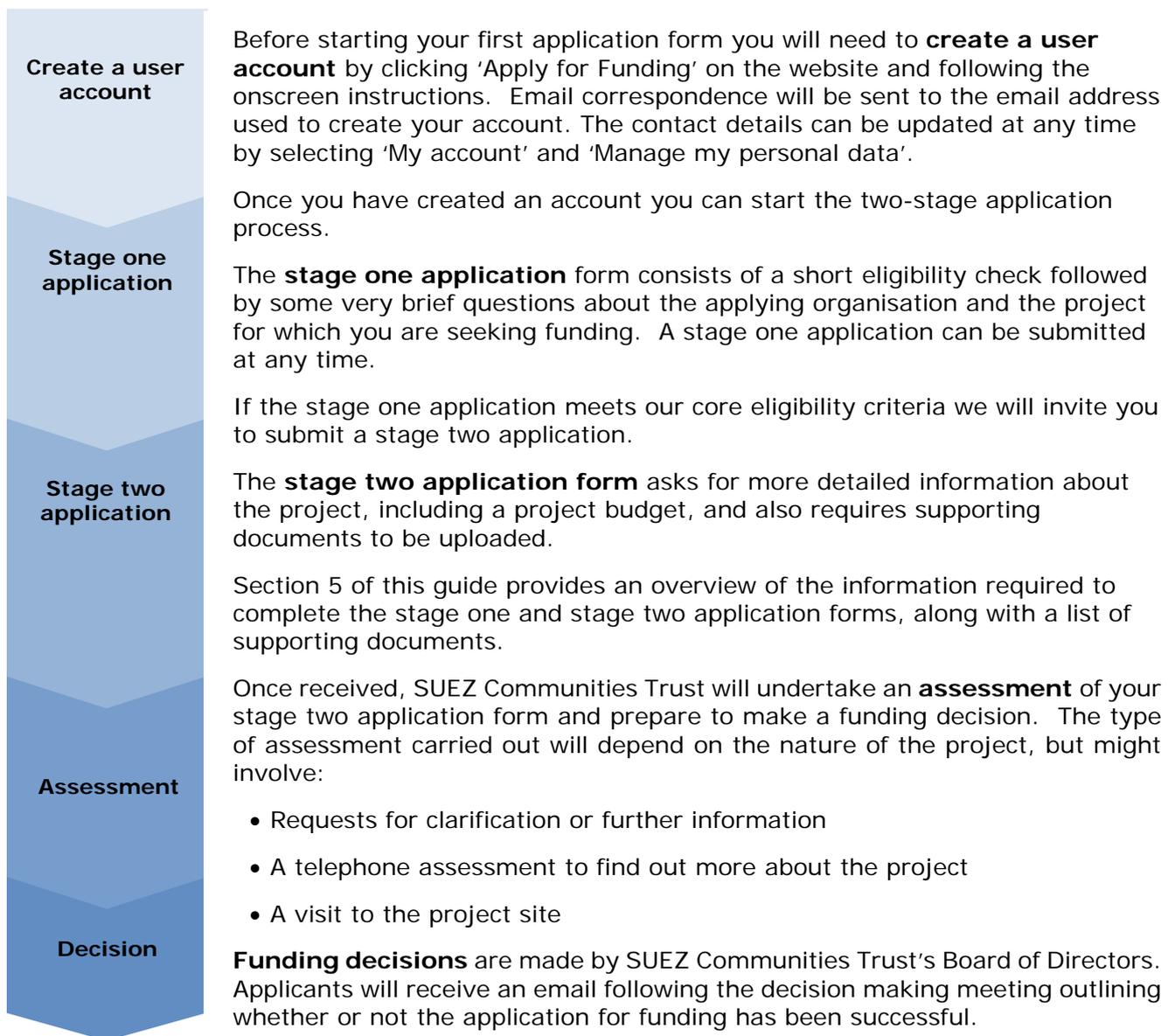
- The windows, dating back to the mid-19<sup>th</sup> century, were suffering from damage and deterioration
- SUEZ Communities Trust funded a specialist contractor to sensitively restore the glass and lead-work and make repairs to the stonework of the nave windows
- The project was led by the church 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 A 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.

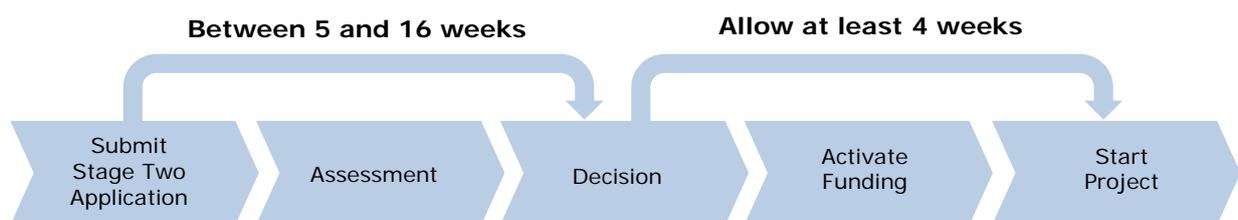
**A stage one application can be submitted at any time.** Once submitted it will be reviewed by the team at SUEZ Communities Trust and a response will be sent by email within 5 working days.

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 complete 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 an eligible location (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
- ✓ 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
- ✓ Details of any statutory notices, orders or agreements relevant to the project

If you are applying for **Land Reclamation (Object A)** funding you will also need:

- ✓ An explanation of the activity which previously took place at the site and how this prevents or restricts current use.
- ✓ Details of how the project will reclaim, remediate or restore land to facilitate economic, social or environmental use

If you are applying for **Community Recycling (Object B)** funding you will also need:

- ✓ Details of how the project is community based and how it promotes recycling, re-use or waste prevention

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

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

If you are applying for **Biodiversity (Object D)** 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
- ✓ 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

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

## 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 Scottish 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 please contact us before submitting your application.**
- ✓ **The applying organisation's latest set of accounts**