



The Landfill Communities Fund (LCF)

This innovative scheme enables operators of landfill sites to contribute money to approved projects to meet environmental objectives contained in the Landfill Tax Regulations. LCF is a way for Landfill Operators and Environmental Bodies to work in partnership to create significant environmental benefits and jobs and to undertake projects which improve the lives of communities living near landfill sites.

Tax on landfill waste was introduced in 1996 as a means to reduce the amount of land-filled waste and to promote a shift to more environmentally sustainable methods of waste management. Landfill Operators can contribute up to 6% of their landfill tax liability to approved projects and reclaim 90% of this contribution as a tax credit.

Community First

Community First secures Landfill Communities Funds from a number of Landfill Operators, both local and national, for a wide range of community projects. We also have close relationships with Wiltshire, Borough, Town and Parish Councils. Community First provides a wide range of useful advisory services, including advice on governance, finance and compliance issues for village halls, community groups, community transport, rural business and social enterprise management advice.

Community First is registered to distribute Landfill Community Funds (a DEB) by Entrust, the national regulatory body for the Landfill Communities Fund.

The Application Process

Grant awards through the LCF can take from 1 to 9 months from receipt of a completed application to confirmation of award. Community First apply to three different Landfill Operators for funds, depending on where the project is based in Wiltshire. Some panels meet every month, others only twice a year. Community First Grants Office staff will be able to advise you on expected decision time frames for your particular project. Most Landfill Operators require grants to be spent within 3 – 6 months of award, and all LCF funds will have to be spent within 2 years of grant decision. You should bear this in mind when planning your project, and for this reason, LOs are not normally approached until a majority of your co-funding is confirmed. The exception to this is when a concurrent application is being made to a Lottery Board or other funding source with similarly long decision periods.

If at any stage you need help or advice on any aspect of the LCF application process, please do not hesitate to contact Grants Office staff on

01380 722475 grants@communityfirst.org.uk

If you are a group with a governing document that allows you to carry out the proposed works, and have a bank account in the group's name which requires two unrelated signatories, then you may be ready to proceed.

1. Identify a need

- Surveys, community consultations, local area community plans, relevant national plans etc.

2. Devise a project

- This is the WHAT stage: What will you do to meet the need?

3. Plan the project

- This is the HOW stage: How will you carry out your project, in detail? Do you need planning permission? Additional insurance? Training & support? When will it start & end? How flexible is your project if all the funding is not available? Who will manage it?

4. Cost the project

- How much will it all cost? Get competitive quotations / tenders / prices, and don't be afraid to haggle with suppliers! Don't forget to include voluntary time as both a cost and an 'in-kind' income source for your project.

5. Identify income sources

- Wiltshire Community Foundation give funding advice, but also consider local fundraising, approaching local businesses & potential high worth donors. Be creative!

6. Apply for funding

- Now you're ready to apply for funding. Check with funders that your project is eligible first, and ask for help if you need it. With all that preparation and planning you've done, most application forms will be simply putting down all you already know.

Completing the Application Form

These notes have been produced to help you complete the Application Form with the level of detail required. Your Application Form and the documents you enclose with it, are used by us to make applications to one or more landfill operators on your behalf.

Before an application may be submitted for consideration **all** parts of the application must be complete. If you wish to check eligibility of your project for Landfill Communities Fund grants, please email grants@communityfirst.org.uk or call 01380 722475 with the postcode of the project site and a brief description of your project and costs, and Grants Office staff will be able to tell you if your project is eligible.

Please provide as much detail as possible. If more information will be available at a later date, please state this in the appropriate section, giving the date available. A checklist of enclosures is included at the end of the Form; these documents should be sent with your Form to avoid unnecessary delays. You may complete the form in two parts, submitting Sections 1-4 before submitting Sections 5-11, if you are waiting on final quotations / tender bids for full costing of your project. But please advise us of when we can expect to receive the incomplete sections.

A business plan is required with **all** applications. For small projects this can be a simple work plan outlining what you wish to achieve, how you are going to achieve it (giving dates and activities) and what the end result will be. Larger projects must have a fully costed business plan covering:

- Aims / Targets / Tangible outputs
- Marketing plan/dissemination of achievements
- Evaluation of project
- Timescales
- Full budget, cash flow and specifications
- Future management and sustainability

Please complete your application on your computer and email it to us at

grants@communityfirst.org.uk

Please also post a signed hard copy of the application to:

LANDFILL COMMUNITIES FUND
Community First
Unit C2
Beacon Business Centre
Hopton Park
DEVIZES
Wiltshire
SN12 2EY

**PLEASE NOTE: APPLICATIONS NOT SENT ELECTRONICALLY
WILL TAKE CONSIDERABLY LONGER TO PROCESS**

1. Organisation and Contact Information

Please ensure all contact information is accurate and current. We prefer to contact you by email, and it is therefore important that you have an email address by which you may be contacted, and which is checked regularly.

1.4.2. This should be contained in your governing document / annual report / organisational plan. We want to know what your organisation does as a whole, and not just in relation to the project for which you are applying for LCF grant.

2. Project Summary

2.1 & 2.2 Please indicate when you would expect to start and finish spending LCF funds. There is a two year deadline from grant award for spending all LCF funds, and most funders expect you to start spending the grant within 3 months of award. Projects that will take longer to deliver than this may be well advised to sub-divide their project or review application dates. Please contact Grants Office staff for more advice if this is an issue for your project.

2.3 This summary is very important for giving funding panels a brief overview of your project. Keep this summary concise and to the point. Keep your language factual and informative.

2.4 Please give full address and post code of the project site.

2.5 Please enter the population of the parish/town.

2.6 Please enter the overall project cost

2.7 How much money are you looking to apply for from the Landfill Communities Fund.

2.8 & 2.8a Please confirm whether or not the organisation is VAT registered and whether they will be able to reclaim VAT.

2.9 & 2.10 Will the project once completed generate more income that it currently receives. (Derived income) If you answer YES here please give an estimate of how much this might be.

2.11 Breakdown the cost of the project under headings eg. New roof, electrical work, etc and how much you are hoping to secure from the LCF.

2.12 "Connected parties" here mean any contractor or supplier who may be connected in any way with the Landfill Operator, Third Party Contributor or any member of your committee. In the case of connections with committee members please provide your Conflict of Interest policy and demonstrate how it has been applied to ensure any conflicts have been well managed in the best interest of the group.

2.13 If you are a registered Environmental Body the claim process is slightly different so this is important.

3. Project Details

3.1 Show how you know there is a need for the project. In the case of a leaky village hall roof this may simply be demonstrating that there is a leak and showing how well used the hall has been in the past. In the case of new or improved facilities you are expected to have thoroughly checked that the local / wider community need & will use

the grant funded facility. Again, please contact Grants Office staff if you need assistance.

3.2 If you don't know the answers to these output questions, please leave them blank.

3.3 Please complete as much of this information as possible, particularly paying attention to the number of visitors now and when completed

4. Project Management

4.1 Please identify the nearest landfill site and the approximate mileage from the project site. Also please give the postcode of the landfill site if known.

4.2 Environmental benefit – as LCF is essentially an environmental fund, projects are expected to have considered the environmental impact of their project choices, and this is your opportunity to show you have done that.

4.5 If the project takes part on a school site additional confirmation of public access will be required from the school governing body. It is important to note that LCF funded equipment or building must remain accessible to the public, or all LCF funds become repayable.

4.7 If your project requires planning permission it is advisable to secure this prior to submitting your application given the timescale requirements for spending LCF funds. Processing your application may be delayed if required permissions are not in place.

4.9 Your organisation is expected to have a bank account that requires a minimum of two unrelated signatories for withdrawals.

5. Project Finance

5.1 How is your organisation currently funded? Give details of general income and funding, and of grants received in the past year. Also, list contacts and partnership organisations that contribute to your income

5.2 List applications to other grant-making organisations or other sources of funding for this project

5.3 List funding already secured

5.4

If the project includes purchasing land or is for a new building or extension that will increase the value of the property, recipients of LCF money must, at their own expense, register the Hills Group Ltd. interest in the building/land with the Land Registry Office.

6. Third Party Contributor

6.1 Please give contact details of the Third Party Contributor (where applicable). Please contact Grants Office staff for the final figure required to be contributed. Grants office staff will be able to advise, and provide further information, if TPC is required for your project.

7. Continuation / Any other information

Please use this space to elaborate on any other sections, or to add supporting detail to your application.

8. Supporting Information Checklist

Please review this list carefully, and ensure all the required documents are sent with your application. We do not require original copies of supporting documents, email of scanned copies is preferred.

9. Don't forget to sign and date the declaration and send this in hard copy!