

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



## Landfill Communities Fund

The Landfill Communities Fund is a private scheme that enables Landfill Operators to voluntarily donate a percentage of their Landfill Tax liability to Environmental Bodies. Environmental Bodies are able to award this donation to eligible projects within 10 miles of active landfill sites. Essentially, the aim of the scheme is to enhance the environment of communities living in the vicinity of landfill sites that are accepting waste.

## The Landfill Communities Fund in Scotland

From the 1 April 2015, Scotland will not operate under the current Landfill Communities Fund and instead be operating its own Scottish Landfill Communities Fund, which will be regulated by the Scottish Environment Protection Agency, SEPA.

## Please see the separate Guidance Notes and Applications Forms for the Scottish Landfill Communities Fund.

## Viridor Credits

Viridor Credits Environmental Company is a company limited by guarantee (No. 4293742) and is an Environmental Body registered with ENTRUST, the regulator of the Landfill Communities Fund in England, Wales and Northern Ireland (Reg No. 331293). It is also registered as a charity (No. 1096538).

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

Viridor Credits is based in Taunton, Somerset.

## Steering Groups

Viridor Credits has established Steering Groups in each area eligible for funding. These Steering Groups are managed directly by Viridor Credits. The postcode search on our website will indicate which Steering Group your project falls under. Steering Groups are made up of specialist representatives in order to best direct funding for maximum benefit to the community.

## Eligibility and Compliance

All applications received by Viridor Credits are checked for compliance; that they adhere to the guidance set by ENTRUST, and eligibility; that the project contains aspects that Viridor Credits is able to fund. Viridor Credits will measure applications against criteria that is in addition to published guidance from ENTRUST. Each application is judged on its individual merits.

Viridor Credits is unable to reconsider projects that have already been unsuccessful.

## Eligible Applicants

An organisation or group which is properly constituted and is not-for-profit can apply. There are a number of exceptions, so please check with Viridor Credits about eligibility before applying.

The applicant organisation may be registered as an Environmental Body with ENTRUST, but it is not a prerequisite to applying for funding. If funds are awarded, Viridor Credits will act as the Environmental Body and register the project on behalf of the applicant in all cases.

## Project Objectives

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

- The protection of the environment, the provision, maintenance or improvement of public amenities and parks, which are open and accessible to the public. **Object D.**
- The protection of the environment, the enhancement, protection and/or promotion of biological diversity of a species or habitat. **Object Da.**
- The protection of the environment, the maintenance, repair or restoration of a building of historic or architectural interest, and is open and accessible to the public. **Object E.**

## 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 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 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 funded, Viridor Credits will release funds against completed, agreed works up to the value of the lowest quotation for the works.

### **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**
- Applicants will have to secure a contribution from an independent Contributing Third Party, separate to any award from Viridor Credits (see below)
- The project activities must be successfully approved by ENTRUST before the commencement of any works. Viridor Credits will only make payments to project within ENTRUST's approval window. If ENTRUST approval is not given, for whatever reason, any offer of funding will be automatically withdrawn
- Two Funding Agreements, provided by Viridor Credits, will need to be signed and returned to Viridor Credits before the commencement of any works
- Where there is a change in the foot-print of a building, whether by extension or new build, or where land is purchased, Viridor Credits will only consider up to 50% of the costs of this element. Viridor Credits reserves the right to request a restriction to title in the event of funding a new build, extension or land purchase.
- If successful, projects have a strict timescale to adhere to in terms of drawing down funding, detailed below (Viridor Credits 2016-2017 Funding Model).

### **Ineligible Elements**

The Landfill Communities Fund is a highly prescriptive and tightly regulated scheme. Because of this, Viridor Credits is unable to consider funding for the following elements:

- Aspects of a project that have already started
- Contingencies, fees and preliminaries
- 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 owned **and** managed by a local authority (except certain parks and play areas)
  - Facilities primarily used for service provision or not considered a general public amenity, such as hospitals, day centres, hospices or accommodation

In addition, Viridor Credits will not consider the following elements:

- Proportional projects
- Salaried posts or revenue funding
- Core costs of an organisation e.g. rent, energy bills, supplies
- Community Cafés
- 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
- Energy saving or green technology projects that generate an income, such as Feed in Tariff or Renewable Heat Incentive

### **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 Waste Management.

The amount is based on 10% of the amount awarded and is the sum payable by the Contributing Third Party to Viridor Waste Management.

### **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 Environmental Bodies – see guidance issued by ENTRUST for further information visit [www.ENTRUST.org.uk](http://www.ENTRUST.org.uk)

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

## **Viridor Credits 2016-2017 Funding Model**

Due to the reduction in the value of the Contributions to the Landfill Communities Fund and the subsequent reduction in the funding available, Viridor Credits has revised the existing Funding Model; which comes into effect from 1 April 2016.

Funding will now be available under the following Schemes:

#### **Small Grant Scheme**

The Small Grants Scheme is open to all applications that come under ENTRUST Object D, DA or E. The maximum grant from Viridor Credits under this scheme is £20,000. Projects must be able to begin draw down of funds within **3 months** of the date of the Offer Letter and be complete within **6 months**.

**Due to the short timescales of this scheme, any permissions relating to the project works, such as planning permission or faculty must be in place prior to application to the Small Grants Scheme.**

Applications under the Small Grants Scheme will be considered by the regional Steering Group.

**Please note that we are now able to accept applications for projects that fall under ENTRUST Object E and DA under this scheme.**

#### **Main Grants Scheme**

The Main Grants Scheme is open to all applications that come under ENTRUST Objects D, Da and E and are requesting funding between £20,001 and £50,000 from Viridor Credits. Projects must be able to begin draw down of funds within **6 months** of the date of the Offer Letter and be complete within **12 months**.

Applications under the Main Grants Scheme will be considered by the regional Steering Group.

#### **Large Grants Scheme**

The Large Grants Scheme is open to all applications that come under ENTRUST Objects D, Da and E and are requesting funding between £50,001 and £100,000 from Viridor Credits. Projects must be able to begin draw down of funds within **6 months** of the date of the Offer Letter and be complete within **18 months**.

Applications under the Large Grants Scheme will be considered by the Viridor Credits Board of Trustees.

## **Applications 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 could be declined if received incomplete.

Applications to Viridor Credits are submitted online, via the Viridor Credits website. Once received, all applications are assessed by the Grants Co-ordinators for eligibility. Each eligible application is then assessed against our Scoring Criteria.

#### **Scoring Criteria**

The Grants Co-ordinators will assess the applications under the following headings:

- Deprivation Index
- Disamenity due to landfill proximity
- Access
- Sustainability
- Community Need
- Other Fundraising

- Use of Volunteers
- Ability to Start
- Historical Significance – Object E applications only
- BAP Species or Habitat – Object Da 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 regional Steering Group or the Board of Trustees. At this stage all applications receive an on-site visit by our Project Liaison Officers. This visit takes place a few days prior to the Steering Group or Board meeting. The Project Liaison Officers are there to gather further information, complete a compliance check and then to provide their own recommendation to the Steering Group or Board of Trustees.

#### **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.**

## **Successful Applications**

Once the meeting has taken place and the applications have been considered, letters 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.**

#### **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 Steering 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 all paperwork has been returned and ENTRUST approval for your project has been obtained, funds will be released against contractor invoices for completed works. Viridor Credits is unable to pay deposits or release funding for any upfront payments.

#### **Publicity and Acknowledgement**

All organisations will be required, as a condition of the award, to recognise the funding received from Viridor Credits in any material and/or publicity associated with the project. Our in-house PR team is on hand to assist you with any publicity and media releases before they are released. We can provide banners for you to publicise our award at the project site during site works and 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)**.

#### **Further Information**

If you would like further information or support with your application form, please contact the Applications & Administration Assistant, Sophie Norman:

Viridor Credits Environmental Company  
 First Floor, Aintree House  
 Blackbrook Park Avenue  
 Taunton, Somerset  
 TA1 2PX

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

## List of Steering Group Areas

### Steering Group

**VC South West**

### Region

**Cardiff ERF**

**Lean, Cornwall**

**Broadpath, Devon**

**Exeter ERF**

**Trigon, Dorset**

**Dimmer and Walpole, Somerset**

**VC North**

**Runcorn ERF**

**Erin, Derbyshire**

**Pilsworth, Greater Manchester**

**Bolton ERF**

**Peterborough ERF**

**VC South East**

**Shelford, Kent**

**Ardley, Oxfordshire**

**Squabb Wood, Hampshire**

**Masons, Suffolk**

**Beddington, South London**

**Pennon Environmental Fund**

**South West Water operational area**