

Landfill Communities Fund
Communities
Application
Guide
SUEZ
Communities Trust
LCF

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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. We have included the questions which will be asked on the online application form to help you prepare for the process and give pointers on what we are expecting to see in a good application.

It is important that you read this guide in full before completing the application form.

2. About our funds

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.

We offer funding awards of up to £50,000 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 £20,000• 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.

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 receives its funding from SUEZ Recycling and Recovery UK, which owns and operates a number of landfill sites across the country.

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 10 years remaining**
Projects should be based at a project site which must be owned or leased by the applying organisation. If your organisation neither owns the project site, nor has a lease with a minimum of 10 years remaining, you are 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**
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 an application has been considered but not supported by the SUEZ Communities Trust Board, 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 within a SUEZ Communities Trust funding zone. There are currently approximately 100 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.

Just enter the postcode of your project site into the box and press "submit" - you will receive the name of the qualifying SUEZ Recycling and Recovery UK waste processing location, its distance to your project site and the name of the nearest landfill site. Additionally, in order to qualify for LCF funding project sites must fall within 10 miles of a landfill site – we make it easier for you by telling you which one.

Please make a note of all three pieces of information which you will need to complete the application form. If you would prefer to speak to one of our team 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 enquiries for community funding 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 post code 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 you can visit their 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 project can SUEZ Communities Trust fund?

SUEZ Communities Trust will consider the following types of projects (also known as objects)

Public Amenities (Object D)

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

The Landfill Communities Fund is designed to benefit as many people as possible. As a result, public access is an important issue and all Public Amenity projects must 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 to allow access must allow the general public to join at a reasonable cost.

As part of the decision-making process, SUEZ Communities Trust takes into consideration the likelihood that the facility will provide a genuine and well-used public amenity. We are unlikely to support a project where the minimum public access requirements are technically met, but where public usage is limited in reality.

Criteria & Exclusions

- The amenity must be in a SUEZ Communities Trust funding zone
- The amenity must not 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
- 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
- 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
- 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
- Funding for any type of boat will only be considered if it is to be used for training purposes 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 does not fund libraries, allotments, car parks, minibuses, 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
- 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
- SUEZ Communities Trust will not consider projects on school or pre-school sites where the facilities provided will primarily benefit the school. However, an application may be considered if the following can be clearly demonstrated:
 - ✓ The wider community has significant opportunities to use the amenity
 - ✓ The amenity is run by an organisation that is separate from the school (although the school may be represented)
 - ✓ Access to the amenity for community use must be via an entrance that is separate from the school

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 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>
- The project site must not be operated for profit
- At least 90% of project costs should be allocated to the practical, on-site 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 be offsite, not of a practical nature or not directly benefitting the focus species/habitat i.e. steering group meetings, producing risk assessments or 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 biodiversity projects which are focussed on research or survey work
- The project must take place at a single site.
- 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

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 project must be to carry out works that maintain, repair or restore the building, structure or site
- The building, structure or site cannot be operated for profit
- 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 building, structure or site must be open to the general public. It is the expectation that that the building, structure or site will be open for a similar amount of time as would be expected from similar buildings or structures. For example, a place of religious worship would be expected to be open for religious worship on its primary day of worship.

What types of amenities / sites will SUEZ Communities Trust consider funding?

This list is for guidance only and not exhaustive so please contact us if you are unsure whether 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
- ✓ Sports fields and amenities (e.g. pavilions)
- ✓ Activity Centres
- ✓ Cycle Paths / Tracks / Parks
- ✓ Sports clubs (bowls, tennis, rugby etc.)
- ✓ Public playgrounds and MUGAs
- ✓ Public rights of way & footpaths
- ✓ Bridle Ways
- ✓ Country Parks
- ✓ Skate Parks
- ✓ Water Sport 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 payment?

Before SUEZ Communities Trust can release funding to a supported project you need to arrange a payment called the Contributing Third Party (CTP) Payment. This payment is an unusual requirement so it's important to read on to understand what the CTP payment is and why we ask for it.

Why?

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 element 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:

- Your 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 that needs to be raised 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 you have applied to SUEZ Communities Trust for £20,000 and your application is fully 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 send us a payment (made payable to SUEZ R & R) to the value of £2,300. Your application will clearly show that this amount of £2,300 has not been raised from Landfill Communities Fund grants.

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

For the Smaller Projects Fund you must have identified a CTP provider before submitting an application. If your Smaller Projects Fund application is successful we will require this payment to be made within 4 weeks of an offer of funding being made.

For the Primary Fund we prefer it if the CTP provider is identified at the application stage. If that is not possible, please be assured that this will not affect SUEZ Communities Trust's decision on whether or not to fund your project. However, please note that we do expect projects to begin within six months of funding being approved and, as stated above, we require the CTP payment before the funds can be released.

3. 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 led by the 'friends of' group with support from 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 Scottish Biodiversity List 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)

4. The online application form

In this section we'll guide you through our online application form and give detailed information on our requirements and regulations.

Supporting Evidence

Before you start your online application form it is important to be aware that the following supporting evidence will also be required.

✓ **A completed Project Budget**

This document can be downloaded using this link:
www.suezcommunitiestrust.org.uk/documents/100

✓ **Two 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

✓ **Letters of support endorsing your project**

✓ **Three quotations for each element of any work to be carried out by contractors and/or each item you wish to purchase**

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

✓ **The applying organisation's latest set of accounts**

✓ **The name of the qualifying SUEZ Recycling and Recovery UK waste processing location, its distance to your project site and the name of the nearest landfill site**

Please see the guidance on page 3 of this guide

Ideally the documents should be in an electronic format that can be uploaded with your online application. If you are unable to upload digital copies to your online application you may supply this information by post. Documents sent by post must reach us by the Application Deadline

Date. If the documents are not received by this date the application will be deferred and considered at the next funding round. Details of Application Deadline Dates can be found on the Trust's website.

Form Basics

The online application form is accessible at www.suezcommunitiestrust.org.uk

On your first visit to the online application form you will be required to register. Once you have registered and started your application you are able to save and edit the application form as many times as you like, returning to it to make additions or amendments at a later time.

The full list of questions in the online application form and accompanying guidance is included as an appendix to this application guide.

Many of the questions on the form have additional help or guidance, simply click the ? symbol by the side of the question. For convenience we have included all of this information within this guide and highlighted where additional documentation will be required.

When your answers have been compiled you can review the online form before final submission. The application is only sent to SUEZ Communities Trust when you click the SUBMIT button on the review page. Once you have clicked submit you will no longer be able to access your application form.

Once your application has been submitted you will see an on-screen message acknowledging receipt. You should also receive an e-mail, which confirms receipt of your application and advises what happens next in the application process. A copy of your application will be attached to the e-mail. Please advise SUEZ Communities Trust if you do not receive this e-mail quoting the reference number provided at the point of submission of your application.

6. What happens next?

What happens to my application?

We will acknowledge receipt of your application by email to the email address you supply on the application form as the main contact's email. This email will confirm that your application has been submitted and will now enter the assessment process.

The email will provide a unique application reference number which you will need for all correspondence with SUEZ Communities Trust.

If you have indicated on your application that you will be sending any supporting documents to SUEZ Communities Trust by post please ensure that post reaches us by the date stated on the email and ensure that it is clearly marked with the application reference. SUEZ Communities Trust cannot accept supporting evidence without an application reference number.

The assessment process

In the first instance, if your application does not meet the published criteria of the scheme you will be notified at the earliest possible opportunity. Otherwise, your application will be allocated to one of our team who will contact you to introduce themselves. If you have not heard from us six weeks after the advertised deadline date please contact SUEZ Communities Trust.

SUEZ Communities Trust will undertake an assessment of your project and prepare information ahead of a Board meeting. The type of assessment carried out will depend on the nature of the project, but might involve:

- Requests for clarification or further information
- A telephone assessment to find out more about the project
- A visit the project site

Applicants will receive a letter following the Board meeting informing whether or not the application for funding has been successful.

The decision notification date is available on the SUEZ Communities Trust website.

We will only notify applicants of the outcome in writing.

Project start

All of the requirements for funding, including receipt of the Contributing Third Party payment must be met before a project can start and we can begin releasing funds. Projects must meet all funding requirements and start within 6 months of a funding award.

Any project that fails to start within the allocated time will have its offer of support reviewed. At this point SUEZ Communities Trust reserves the right to either rescind the funding offer or set a revised deadline (usually three months) for the project to begin.

7. Contact details

SUEZ Communities Trust
The Coach House
Eastwood Park
Falfield
Gloucestershire
GL12 8DA

Tel: 01454 262910 Fax: 01454 269090.

Website: www.suezcommunitiestrust.org.uk Email: info@suezcommunitiestrust.org.uk

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

Appendix - The Online Application Form Questions

SECTION ONE: Applicant Information

This page must be completed by all applicants

There are 15 questions in this section

1	Name of applying organisation	This is the organisation which will take legal responsibility for the project if the application is successful and will sign the Funding Agreement. This would usually be the owner of the site or the lessee.
2	Applying organisation's main address	This is the address of the organisation with whom a Funding Agreement will be signed if the application is successful. It may be a different address to the one used for correspondence with the main contact which is requested in Question 7.
<p>The following questions ask for details of the person who will be the main contact for all correspondence relating to your application.</p>		
3	Main contact title	
4	First name	
5	Last name	
6	Position	Please enter position within the organisation e.g. club treasurer, manager, director.
7	Main contact and correspondence address	This should be the address of the primary contact from the applicant organisation and will be used for all postal correspondence relating to the application. Please leave blank (do not use N/A) if this address is the same as provided in Q2.
8	Main contact telephone number	Please enter the STD code (usually the first 5 numbers) in the first box and the remainder of the number in the second box.
9	Alternative main contact telephone number	Please provide a second telephone number - this could be a mobile number or somewhere we can leave a message. Please enter the STD code (usually the first 5 numbers) in the first box and the remainder of the number in the second box.
10	Main contact email address	Please provide an email address which we can use for correspondence. We will send confirmation of receipt of your application to this address. Please advise SUEZ Communities Trust if you do not receive this email within 2 days of submitting your application.
11	Please describe the applying organisation	Please provide a brief description of the applying organisation , including the type of organisation and the year it was established. If it is a registered charity please provide the charity number. It would be helpful if you listed the main objectives of your organisation. If it is a not-for-profit company which is not registered as a charity, please say so. We may ask you to provide a copy of your Memorandum and Articles of Association at a later stage of the application process.

12	If the applying organisation has a website please provide the URL / web address	For example, for SUEZ Communities Trust: www.suezcommunitiestrust.org.uk
13	If the applying organisation is active on social media (i.e. facebook or twitter) please provide the relevant account names	For example for SUEZ Communities Trust: Facebook: SUEZ Communities Trust Twitter: @suezCT
14	Does the applying organisation have a bank account open in its own name?	
15	If the applying organisation is an Environmental Body registered with ENTRUST please enter your registration number here	An Environmental Body (EB) is an organisation that has registered itself as an EB with ENTRUST, the Landfill Communities Fund (LCF) regulator, and will have been allocated an EB registration number. An organisation will normally need to register as an EB because it receives and manages LCF funds, but it may also have registered as an EB because it was a requirement of a funder, e.g. Biffa Award. Being registered as an EB or not has no bearing on the likelihood of being successful with your application. We need to know because of minor differences in our internal administration of EB and non-EB applications.

SECTION TWO: About Your Project

This page must be completed by all applicants

There are 20 questions in this section

1	Project title	Please create a title, in less than 100 characters, which includes the project location e.g. " <i>Sunshine Playground in Falfield</i> " or " <i>Restoration of Lowland Heath on Thornbury Common</i> ".
2	To which fund are you applying	Please select Smaller Projects Fund for requests of up to £20,000 (with an overall cost of no more than £20,000) or Primary Fund for requests up to £50,000 (with an overall cost of no more than £250,000)
3	Which LCF object is your application for	Applications are considered for three areas of work which qualify for funding through the LCF. These include: Public Amenities (Object D) Biodiversity (Object DA) Historic Buildings, Structures or Sites (Object E)
4	Project site address	This is the address of the site where any work funded by SUEZ Communities Trust will be undertaken.
5	Name of qualifying SUEZ Recycling and Recovery UK waste processing location	Your project site must fall within a SUEZ Communities Trust funding zone. A funding zone is anywhere within a three mile radius of a qualifying SUEZ Recycling and Recovery UK waste processing location.
6	Distance between project site and qualifying SUEZ Recycling and Recovery UK waste processing location	The postcode checker on our website allows you to easily see whether your project location falls within a funding zone. If you

		<p>need a reminder of this information use this link www.suezcommunitiestrust.org.uk/postcode-checker</p> <p>Just pop the postcode of your project site into the box and press "submit" - you will receive the name of the qualifying SUEZ Recycling and Recovery UK waste processing location, its distance to your project site and the name of the assigned landfill site.</p> <p>Please make a note of all three pieces of information which you will need to complete questions 5, 6 and 7 on this page.</p>
7	Assigned landfill site	
8a	Please provide a brief description of the overall project being undertaken at the project site.	<p>Whether SUEZ Communities Trust funding is intended to contribute to a larger project or be the only source of funding, please provide a narrative description of the overall project.</p> <p>In question 10b you will be asked to identify specifically how SUEZ Communities Trust funds would be used.</p>
8b	Overall project costs	<p>This is the overall cost of the project being undertaken at the project site if the application to SUEZ Communities Trust is for part of this. This amount cannot exceed £20,000 for the Smaller Projects Fund or £250,000 for the Primary Fund.</p> <p>If the SUEZ Communities Trust funds are intended as the only source of funds then the answer to this question will be the same as the answer to Question 10a.</p>
9a	How much funding has already been secured towards the overall cost of the project?	<p>If the SUEZ Communities Trust funds are intended as the only source of funds then the answer to this question will be £0.</p> <p>Whilst it is not entirely necessary to have secured funding elsewhere we prefer it if there is part-funding or resources in-kind from within the community or from other sources, demonstrating wider support for the project.</p>
9b	Please describe the source of secured funds	Maximum 120 words
10a	Amount requested from SUEZ Communities Trust	<p>The amount must be no more than £50,000.</p> <p>The number entered should be the amount of funding requested from SUEZ Communities Trust rounded to the nearest pound.</p>
10b	Please provide a description of how you specifically intend to use any funds awarded from SUEZ Communities Trust	Please explain in detail how any funds awarded by SUEZ Communities Trust will be used. The project should make a significant physical improvement to a project site.
10c	Does the amount include VAT	You must be clear about your VAT status before submitting an application.
10d	Is the applying organisation able to reclaim VAT	<p>Please note that it is not possible for SUEZ Communities Trust to advise you with regard to this issue. You may need to obtain advice from your treasurer/accountant or seek professional advice if you are unsure.</p> <p>Some applicants may be able to recover VAT (this may include local authorities and Charities). Also, VAT may be recoverable or exempt for certain types of projects (for example, work to the fabric of a listed building may not be liable to a VAT charge).</p> <p>Please find out the VAT status of the applying organisation and the project before submitting the application form.</p>

		<p>SUEZ Communities Trust will not pay the VAT element of any project costs if VAT is recoverable at a later date. If you are sure that VAT is recoverable for your project, do not include VAT in your application.</p> <p>If VAT is not recoverable you may include the amount of any unrecoverable VAT in the amount of funding requested from SUEZ Communities Trust. In any event the amount requested from SUEZ Communities Trust cannot exceed £50,000.</p>
11a	How much funding remains to be secured in addition to the amount requested from SUEZ Communities Trust	<p>Please provide details of the amount of funding that still remains to be secured towards the total cost of your project.</p> <p>Please do not include the amount you are applying to SUEZ Communities Trust for.</p> <p>This should be the total shown in question 8b less the amounts shown in question 9a and 10a.</p>
11b	If funds still need to be secured in order to complete the overall project please explain where you anticipate obtaining the necessary funds from	<p>If the amount shown in question 11a is greater than zero you have indicated that you currently do not have sufficient funding to complete the overall project.</p> <p>Please explain how you expect to bridge this funding "gap" (the difference between the funds secured to date, plus the amount you are applying to SUEZ Communities Trust for, and the overall project costs) and when you anticipate the funds to be secured.</p> <p>If the answer to question 11a is zero please continue to the next question.</p>
12	Project start date	This is the anticipated start date for SUEZ Communities Trust funded works. Please note that Smaller Projects Fund projects must start within 3 months and Primary Fund projects within 6 months of a funding offer being made.
13	Project end date	This is the anticipated end date for SUEZ Communities Trust funded works. Please note that SUEZ Communities Trust funded projects must be completed within 12 months of a funding offer being made.
14	What insurance policies does your organisation have for this project?	Items purchased with SUEZ Communities Trust funding must be suitably insured for loss or damage and the organisation should have public liability insurance.
15a	Who owns the project site?	Maximum 50 characters
15b	If you do not own the project site, there must be a current lease in place between the applicant organisation and the site owners that has at least 10 years to run. Please confirm the name of the lessee	If your organisation does not own the project site, or have a lease with a minimum of 10 years remaining in place for the site, you are not eligible to apply for SUEZ Communities Trust funding. Please note the lease must be signed before any application is made. Letters of intent, or draft lease agreements, are not accepted.
15c	Please give the date your lease commenced	
15d	Please give the date your lease will end	

15e	What is the length of your lease	When you submit your application to us your lease must have a minimum of 10 years remaining.
16	Name of the organisation that will run the project site being funded by SUEZ Communities Trust?	
17	Has the project site stated in your application previously received SUEZ Communities Trust funding. If yes, please provide details.	Please be advised that projects on sites which have previously received SUEZ Communities Trust funding will only be eligible for consideration after a period of 3 years has elapsed from the date the funding agreement was signed for the previous project.
18	Is planning permission or any other form of consent required? If yes, please describe.	Please give details of any permissions or consents that are required and information relating to the progress of obtaining any required permissions or consents. If you are applying to the Smaller Projects Fund any required consents or permissions should already be in place.
19	Please provide the name of your local newspaper(s) for the area around the site to be funded	If you are successful in receiving funding from SUEZ Communities Trust, before the Funding Agreement is signed we will work with you to formally notify your local newspaper about this award. Please provide the name of your local newspaper(s)
20	Please tell us who is the local Member of Parliament (MP) for the site where any funding provided by SUEZ Communities Trust will be spent	We ask for the name of the local MP so that we can let him or her know if we award funds in the constituency. We only provide them with the project title, a very brief description and the amount funded by us so that they are made aware of the benefit that our scheme brings locally. No personal information is disclosed. If you are not sure of the name of the local MP you can find out by visiting the website http://findyourmp.parliament.uk/

SECTION THREE: Public Amenities & Historic Buildings (Objects D & E)

Only complete this page if your application is for a public amenity, historic building, structure or site

There are 8 questions in this section

1	What evidence do you have that local people support this project?	<p>The application should be endorsed by third party organisations such as the local council, user groups or governing bodies. We would expect applicants to be able to demonstrate that there is a genuine need within the local community for such an amenity or historic building. The project should improve community life for a significant number of people, ideally from more than one section of the community. There should be clear evidence of the need for the project, e.g. no comparable amenity exists nearby.</p> <p>Please attach electronic copies of letters of support in the Additional Information section, question no.2. If you are unable to do so, please send them to us quoting the reference number provided at the end of the form. Please use this reference number on all correspondence.</p> <p>Documents sent by post must reach us by the Application Deadline Date. If the documents are not received by this date the application will be deferred and considered at the next funding round. Details of Application Deadline Dates can be found on the Trust's website.</p>
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<p>USERS AND OPENING HOURS We're trying to build up a picture of your amenity or historic building, who currently uses it, when it is available to the general public and who stands to benefit from any improvements made to it. The project should benefit a wide range of users of all ages and abilities.</p>		
2a	What is the current number of users of the amenity or historic building?	<p>Please enter the current number of users per year of the amenity.</p> <p>Please note that 1 user is a person who may visit the amenity once or more a year. For example, 1 person visiting the amenity 10 times in a year counts as only 1 user.</p>
2b	What is the anticipated number of users of the amenity or historic building after completion of the project?	<p>Please enter the anticipated number of users per year of the amenity or historic building. The anticipated number of users should assume that the work for which funding is being applied for has been completed.</p> <p>Please note that 1 user is a person who may visit the amenity or historic building once or more a year. For example, 1 person visiting the amenity or historic building 10 times in a year counts as only 1 user.</p>
2c	What is the current annual footfall for the amenity or historic building?	<p>Please enter the current footfall per year of the amenity or historic building.</p> <p>Please note that the footfall counts every visit. For example, 1 person visiting the amenity or historic building 10 times in a year counts as a footfall of 10.</p>
2d	What is the anticipated annual footfall for the amenity or historic building after completion of the project?	<p>Please enter the anticipated footfall per year of the amenity or historic building. The anticipated footfall should assume that the work for which funding is being applied for has been completed.</p> <p>Please note that the footfall counts every visit. For example, 1 person visiting the amenity or historic building 10 times in a year counts as a footfall of 10.</p>
<p>Please give more detail in this section about any membership scheme you have in place, opening hours and how the amenity or historic building is advertised and promoted locally.</p>		
3a	Please give details about any membership scheme which is in place	<p>If you don't have a membership scheme please insert "None". If you do, please provide additional details including:</p> <ul style="list-style-type: none"> • Who can join? • If there is a charge to become a member, please state what the annual subscription is. • How does one join? • Are there restrictions on who can join? • Can members of the public use the amenity without becoming a member? • Do you have a booking scheme in place? How do people access this?
3b	How do you advertise the availability of the amenity or historic building?	
3c	To give us a better picture of how your amenity or historic building is used please can you provide us with information about opening hours and regular current	<p>Please complete the online timetable to give a typical example of the current weekly usage of your amenity or historic building. For all days please provide information on opening hours, group names and times they use the amenity or historic building from and to, also any times the amenity or historic building is available for booking but has no current regular group attending.</p>

<p>users of the amenity or historic building on a typical week.</p> <p>Monday Tuesday Wednesday Thursday Friday Saturday Sunday</p>	<p>If the name of a user group does not obviously explain what it does please provide further details. If the amenity or historic building is available for additional bookings or walk-ins please specify these hours.</p> <p>Applicants must complete these questions unless the amenity or historic building is openly accessible at all times e.g. a play area where no booking system is required.</p> <p>Please detail any ad hoc, irregular or one off events or meetings that take place in your amenity or historic building including frequency (e.g. once a month, yearly, one-off).</p> <p>Please give details of any potential groups who have specified an interest in using the amenity or historic building after work has been completed.</p>
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APPLICATIONS FOR HISTORIC BUILDINGS, STRUCTURES or SITES

It is only necessary to complete the following 5 questions if your application is for an historic building, structure or site

H1	Describe the designation of the historic building/structure	We can support improvements to places of worship that are Grade 1 listed
H2	Describe how the building/structure is of historical/ architectural interest?	We can also help with improvements to other historic buildings, monuments and structures that are Grade 1, 2* or 2 listed as well as those that have another appropriate heritage designation e.g. Scheduled Ancient Monument.
H3	Why is the repair/ restoration / improvement work you are proposing necessary?	If there is a local designation which indicates that a building is deemed important but not on the lists mentioned above, please contact us to talk it through.
H4	If relevant has the diocese granted a faculty?	
H4a	If the answer to question 4 is no, please explain why	

SECTION FOUR – Biodiversity (Object DA)

Only complete this page if your application is for biodiversity

There are 5 questions in this section

1	Which habitat or species is the focus of your application	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.) The list can be found here: http://jncc.defra.gov.uk/page-5705
2	Please describe the proposed practical conservation work and explain how this will benefit the focus habitat or species	This should be a full description of the proposed practical conservation work and an explanation of how this benefits the focus terrestrial habitat or species. Please specify how you intend to use any funds awarded by SUEZ Communities Trust. For species focused projects, please provide details of how the project will maintain or increase the population, or expand the population range (please quantify the anticipated outcomes, where possible).

3	Please detail the contributions that the project will make to relevant conservation plans or strategies	Plans and strategies might include management plans, biodiversity action plans or living landscapes. Please quantify the contribution where possible.
4	If any of the proposed work is taking place as part of the requirements of a statutory notice, order or agreement; under the terms of a planning permission or consent please provide details here	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
5	How will the project outcomes be monitored and recorded	Please include details of who will take responsibility for monitoring and recording the project outcomes.

SECTION FIVE: Financial Information

There are 6 questions in this section

1	Will any income be generated as a result of SUEZ Communities Trust funding? If yes, please describe.	If the provision of funds from SUEZ Communities Trust results in the generation of new or additional income, please estimate how much additional annual income is expected, who will receive it, and how it will be spent.
2	Have you identified a Contributing Third Party (CTP) provider? If yes, please provide details. If no, please insert "No" and any additional comments you think may be helpful.	Before SUEZ Communities Trust can release funding to a supported project we need to receive a payment called the Contributing Third Party payment (CTP). This payment is unique to the Landfill Communities Fund (LCF), so it's important to understand what the CTP is and why we ask for it. PLEASE READ OUR APPLICATION GUIDE IN FULL BEFORE APPLYING The guide describes the CTP requirement in more detail. However, as an example, to receive a grant of £20,000 you must first raise £2,300 from non LCF sources.
3a	If your project requires the use of a supplier or contractor have you obtained 3 quotes?	To ensure that the project offers best value and funds are used effectively and appropriately, we request that you obtain a minimum of three independent quotes for all work, services and purchases that will be funded by SUEZ Communities Trust. We will expect to see three quotes for each element of work being proposed. We'll ask you to attach these on an 'attachments' page (towards the end of the form). If this is not possible, please send them by post quoting the reference number generated when you submit your online application. Documents sent by post must reach us by the Application Deadline Date. If the documents are not received by this date the application will be deferred and considered at the next funding round. Details of Application Deadline Dates can be found on the Trust's website.
3b	If the answer to question 3a is no, please explain why	In a few unusual cases it is not always possible to obtain three quotes, for example, where there are only two suppliers of a particular item or where a specialist contractor is involved and there are no other contractors in the area with such a specialism. If this is the case please explain here.
4a	Is there any connection between the applying organisation and any supplier/contractor being employed to deliver any element of the project?	

	If yes, please describe.	
4b	Is there any connection between the CTP provider and any supplier/contractor being employed to deliver any element of the project? If yes, please describe.	
5	If the applying organisations latest set of accounts are available on line please provide the web address.	SUEZ Communities Trust undertakes a financial appraisal of all organisations that apply for funding. If the applying organisations latest set of accounts are available on line please provide the web address here. Alternatively, you may upload the latest set of accounts via the attachments page or forward them to the Trust by post. Please note that your application will be delayed if accounts are not provided.
6	Describe how the project will be sustained after the support from SUEZ Communities Trust has ended	We require information that sets out how the practical outcomes of the project will be managed and sustained into the future.

SECTION SIX: ATTACHMENTS

Here we ask for a number of items to be uploaded to support your application. Full details of how to do this are available on requisite page of the online form:

1	Two photographs to support your application	These should be photographs which help to illustrate the project you wish us to fund. If your application is for internal works to a building please also attach a photograph of the exterior of the building. If you have additional photos that you wish us to see there will be an opportunity for you to send them to us later in the process. Please note that photograph sizes are limited to a maximum size of 3MB
2	A completed Project Budget	The web page where this document can be accessed is: www.suezcommunitiestrust.org.uk/documents/100
3	A maximum of 3 letters of support	If you have additional letters of support that you wish us to see there will be an opportunity for you to send them to us later in the process.
4	Please attach your quotes from suppliers or contractors	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. Please attach quotes from suppliers or contractors.
5	If the applying organisation's latest set of accounts are not available on-line please attach a copy	
6	You can also attach any other documents you think would support your application on this page of the form.	If you are unable to attach documents electronically you can send them by post to SUEZ Communities Trust but please note that they MUST reach us by the application deadline date in order for your application to be considered for that particular round. Late submission will lead to deferral of your application to the next available funding round.

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SECTION SEVEN: NATIONAL DATA

Answers to the following questions are required by ENTRUST, the regulator of the Landfill Communities Fund. These questions may not apply to your project, however we ask that you respond to each question even if the answer is "Not Applicable" or "0".

This page must be completed by all applicants.

There are 5 questions in this section.

1.	How will this project make the environment of the project site more pleasant/comfortable for the public; and/or how will it improve the aesthetic quality of the site	An answer to this question is required by ENTRUST, the regulator of the Landfill Communities Fund. Please provide a brief response.
2.	Please describe how the work to be undertaken at the project site enhances and/or protects the built or natural environment	An answer to this question is required by ENTRUST, the regulator of the Landfill Communities Fund. Please provide a brief response.
3.	Number of volunteers expected to help in the delivery of this LCF project.	A volunteer will have offered their time to participate in the project and will receive out-of-pocket expenses only
4.	Number of youth volunteers expected to help in the delivery of this LCF project.	A youth is between the ages of 16 and 25 when they start working on a project
5.	Number of youth volunteering days created by this project	A youth is between the ages of 16 and 25 when they start working on a project

SECTION EIGHT: Declaration

This is the final section of the application form and must be completed by all applicants.

There are 5 questions in this section.

1	Do you intend to send supplementary information by post	
2	If you are providing supporting information by post please provide details here	<p>All supplementary information should be sent to the following address:</p> <p>SUEZ Communities Trust Ltd The Coach House Eastwood Park Falfield Gloucestershire GL12 8DA</p> <p>All supplementary information must reach us by the Application Deadline Date.</p> <p>If the documents are not received by this date the application will be deferred and considered at the next funding round. Details of Application Deadline Dates can be found on the SUEZ Communities Trust website.</p> <p>Supplementary information sent by post must be identified by the Application Reference Number provided when you submit your application. Supplementary information without this reference number will not be accepted.</p>

		We recommend that all supplementary information is sent by registered post.
3	Please provide details of any other documents attached in Question 6 of the "Attachments" page	
4	Additional information or comments	If you would like to provide any additional information or add any comments to support your application please do so here.
	Declaration. Please confirm on behalf of the applying organisation detailed in question 1, on the first page of this form, that you are duly authorised to submit this application and that, to the best of your knowledge and belief, all answers to the questions are true and accurate.	

SECTION NINE: Customer Satisfaction Survey

THE INFORMATION PROVIDED ON THIS PAGE IS USED ONLY TO IMPROVE OUR SERVICE. YOUR COMMENTS WILL HAVE NO BEARING ON THE FUNDING DECISION PROCESS FOR YOUR APPLICATION.

There are 7 questions in this section

We're committed to providing the very best customer service. As such we really do value feedback from our applicants. After the application form there is a short survey that you can choose to fill in. It is not mandatory and your comments will have no bearing on the outcome of your funding bid. We simply would like to make sure that we are offering the highest quality service to our applicants.

1	How did you hear about SUEZ Communities Trust
2	If you emailed SUEZ Communities Trust before completing the application form, did you have a timely, satisfactory response
3	If you spoke to someone at SUEZ Communities Trust before completing the application form, how would you rate the quality of information you were given
4	How easy was it to complete the online application form
5	Are there any service improvements you would like to recommend
6	If you would like to make any other comments, please do so here
7	Please give an overall score for the service you received. 5 = very satisfactory, 4 = good, 3 = satisfactory, 2 = unsatisfactory, 1 = poor