



Guidance Notes for Grant Applications

(Please read in conjunction with the Application for Grant Form)

AIM OF THE TRUST

To reach a wide cross section of communities in Gloucestershire and bring maximum benefit to the people and wildlife of the county and to enhance its heritage and the natural environment through appropriate use of funds available under the Landfill Tax Credit Scheme.

1. The Trustees will accept applications from non-profit making organisations, whose constitution is approved by the Trust.
2. The responses to these questions are to give you the opportunity to show whether your organisation has the financial viability and quality of management for the project. The Trustees expect that applicants will:
 - Have fully researched the application before it is submitted and dealt with any problems that might arise in connection with it.
 - Normally have obtained Planning Permission, Building Regulations, Faculty or any other relevant approvals before applying.
 - Demonstrate that they are financially viable.
 - For capital projects where a grant exceeds £20,000, undertake competitive tendering before nominating contractors.

No grant offer is deemed to exist unless made in writing from the Trust Secretary and signed by a Trustee.

3. The Trustees will not offer grants towards:
 - Core funding (ie costs that are not directly attributable to the application), although a reasonable amount towards the administrative cost of grant-aided projects will be acceptable.
 - Routine maintenance (although they will consider payment towards the costs of remedial work arising from historic failure to carry out routine maintenance, providing good reasons are offered).
 - Head office management fees, ie costs arising outside Gloucestershire.
4. Please give details of any property or land which may be affected or enhanced by the project. If this land is not owned by the organisation a copy of any lease or agreement must be supplied or the justification for a grant amplified.
5. In order to assist the Trust in assessing the capability of your organisation for the project, you are asked to supply copies of the documents listed below if they are available. You may provide additional or alternative documents if you think that they would better describe the capability of your organisation.
 - Constitution and/or Memorandum and Articles of Association.
 - List of Board Members and/or Management Committee.
 - Last 2 years audited accounts
 - Budget for current year.
 - List of people who will manage the project, with their relevant experience.
 - Action plan for the project, including proposals for publicity.
6. The Trust is not allowed to fund any project which is part of the duty of any public body; or any project which benefits a landowner who has caused or permitted pollution of that land; or any project which is operated mainly with a view to profit.

7. The Trust will only make grants for projects which fulfil the Objects of the Landfill Tax Regulations and which

22. The Trustees will require to inspect the works during and/or at the completion of the project.

Once the Trustees are satisfied with the information supplied and that they have received everything – particularly a copy of the application for ENTRUST project approval – they can offer a grant using the following form which will constitute the only agreement between the Trust and the beneficiary, but which refers to the application form to us and the ENTRUST and therefore incorporates any statement made by the beneficiary in either.

THESE NOTES ARE PREPARED ONLY FOR THE GUIDANCE OF APPLICANTS FOR GRANTS.
IN ALL CASES, THE CONDITIONS OF CONTRACT ACCOMPANYING AN OFFER OF GRANT WILL PREVAIL.

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made for people with disabilities and (if appropriate) how equal opportunities are to be ensured. It should show how the project would be managed and also explain how it fits the objectives of the Landfill Tax Credit Scheme. For category (a) and (b) projects the description should include details of the previous activity and the persons concerned (but see Guidance note 6). For category (d) projects, the Trustees will need to be sure that the project supplements local authority services rather than fulfilling existing obligations and also that continuity of enjoyment is assured. For category (e) projects the architectural or historical interest should have been fully researched and explained in the application.

This is the opportunity to identify any possible problems and to suggest their likely solutions. In the case of small grants, we may be able to proceed on the basis of this brief description, although a relatively close estimate of cost is needed.

- **For applications for grants of less than £5,000 about 350 words**
- **For applications for grants of less than £20,000 about 1,000 words**
- **For applications for grants of £20,000 or more about 2,500 words**

11. For small projects, a design/development report is not usually needed if you have given suitable information in your brief description. The Trust rarely grant-aids larger projects in full and likes to see that organisations are themselves active in fundraising.
12. Some projects will need substantial preliminary design and development work in preparation for applying for a grant for the main work. The Trust may be able to make a grant to assist in this preparatory phase.
13. The Trust normally expects larger contracts to be awarded following a process of competitive tendering. For intermediate and large grant applications mainly involving building and landscaping work, your report is likely to contain the information necessary for inviting tenders, which may include plans, specifications, drawings, programmes, contracts procedures, quality assurance plans and arrangements for work measurement for the release of stage payments. The report should also contain your plans for managing the project and the composition of your professional team. There should be a close estimate of cost. You should have looked at the future operation of the project and used this operational analysis to refine the design. You should be able to make a more refined statement of the environmental benefits to the people of Gloucestershire.
14. For intermediate and large grant applications in which building or landscaping works are absent or are a minor part of the cost, your report is likely to contain your plans for running the project. It is likely to include a detailed specification for the project, a close estimate of costs, plans for project management and the composition of the professional team. You should be able to make a more refined statement of the environmental benefits to the people of Gloucestershire.
15. Projects may depend on many factors, such as planning permission, landowners permission, costings, etc. If a project is dependent on any matters outside your control, other than your application to the Trust, full details must be given and a clear indication given of the timetable and likelihood of the matters being fulfilled.
16. While the Trust tries to be flexible in its response to particular situations and may also agree to a stage payment, it has to make grants from its current funds and cannot commit future income. The project must be substantially commenced within 1 year and grants have to be taken up within 2 years of the offer letter or they will lapse.
17. Normally the offer will contain conditions to be satisfied before payment. It may be that the Applicant needs an offer from the Trust, so as to proceed with negotiating other matching funds, or as a basis for a fundraising effort. In these cases, the Trust may require these other funds to be secured before it releases its money. It may be that planning permission and other consents have to be obtained before release of money. So that funds are not held on retention for long periods (or for projects which may never be undertaken), the Trust will normally set a limiting period for meeting these conditions. Typically this will mean that the offer of grant is only valid for six to twelve months from the date of approval. In exceptional circumstances, this may be extended.
18. Your application should state whether you have made applications to any other funding body and what is the outcome of such applications. The Trust will wish to ensure that the total funding received does not exceed the cost of the project. You should also state money already available.
19. Only one application may be made by an organisation in any one year.
20. The Trust recognises that sometimes one aspect of the works may be ahead of programme, whilst another aspect is delayed. The Trustees will not unreasonably withhold a stage payment, if it appears to them that the aggregate amount of work supported by the Trust is appropriate.
21. The Trust will follow up payment of grants to ensure their proper application.

are approved by ENTRUST (The Regulator of Environmental Trusts).

In summary, the Objects are the:

- (a) **reclamation, remediation, restoration of land.**
- (b) **prevention, reduction or mitigation of the effect of pollution on land.**
- (d) **provision, improvement or maintenance of a public park or other public amenity.**
- (da) **protection of the environment through conservation or promotion of biological diversity.**
- (e) **maintenance, repair or restoration of a place for either religious worship, or of historical or architectural interest.**
- (f) **the provision of financial, administration or other services to Environmental Bodies.**

8. These approvals are given to organisations which are enrolled with ENTRUST. **If you are already enrolled as an Environmental Body with ENTRUST, we expect you to apply to ENTRUST for Project Approval before (or simultaneously) making a Grant Application to us.**

If you are not currently enrolled, then there are three options:

- (i) **apply to ENTRUST for enrolment.**
- (ii) **make an arrangement with an organisation which is enrolled. Your project would then be a ‘satellite’ arrangement, with the project management undertaken by the enrolled organisation.**
- (iii) **make an arrangement with the Trust, so that the Trust uses its enrolment to apply to ENTRUST.**

The preferred option will depend on the nature and size of the grant application.

9. SIZE AND TYPE OF APPLICATION

(a) Small grant applications

For one off applications it may be best to use option (iii). You should give details of the project to the Trust so that it can apply to ENTRUST. Grants are likely to be single payments (or perhaps two stages). You should nominate a project officer who will be responsible for managing the work, for paying contractors or staff, for obtaining receipts and (where appropriate) completion certificates and presenting them to the Trust. Alternatively, you can make an arrangement with another enrolled organisation.

The Trust will need to satisfy itself that the project has been completed in accordance with the ENTRUST approval and may require photographs or other evidence to be submitted with a request for payment of grant.

(b) Intermediate grant applications

For grant applications between about £5,000 and £20,000, you can use the procedures for large applications, arrange with an enrolled organisation or use the Trust. If you use the Trust, it will require progress certificates for payment and the Trust will need to satisfy itself that the project has been completed in accordance with the ENTRUST approval and may require photographs or other evidence to be submitted with the request for payment.

(c) Large grant applications

Grants are rarely given for projects in excess of £30,000 and the Trustees will need to be persuaded that the project particularly merits assistance at this level. For such applications you should apply for ENTRUST enrolment and then obtain project approval from them. You will be responsible for project management. If stage payments are requested you will also be responsible for obtaining certificates for work completed prior to each such payment. These certificates will normally have to be from a suitable certified, qualified independent person or company.

(d) Applications for Places of Religious Worship

All Places of Religious Worship applicants will be expected to obtain their own Project Approval from ENTRUST. This can be either through your main ecclesiastical body ie. The Diocese of Gloucester, or by enrolling your own church directly as an environmental body with ENTRUST.

NB To enable us to apply for Project Approval, if the project falls into the categories d) or e) of the ENTRUST criteria (namely referring to a specific location or building), please include a map showing the project location (edged in red) in relation to the nearest landfill site (edged in blue).

10. Your description of the project should show that it has been well thought out including any special arrangements