

# Thalia WB Community Fund Guidance Notes

The Thalia WB Community Fund, managed by the Cambridgeshire Community Foundation, receives landfill tax credits from Thalia WB ODC Waste Management and uses the money to make grants under set criteria. The Thalia WB Community Fund is part of the national Landfill Communities Fund Scheme and is regulated by [ENTRUST](#) on behalf of the Government.

## Application Process Overview

If you have any queries or questions about this application process, please contact Cambridgeshire Community Foundation [info@cambscf.org.uk](mailto:info@cambscf.org.uk)

**Stage 1:** Check your eligibility – read these guidelines carefully to see if your organisation and your project are both eligible.

**Stage 2:** Submit a Thalia WB Community Fund Expression of Interest (EOI) form.

**Stage 3:** Thalia WB Community Fund Quarterly Panel Meeting.

If the panel is interested in supporting your project:

**Stage 4:** Submit Full Application form – this will be sent to you.

**Stage 5:** Application review and submission to ENTRUST for registration.

**Stage 6:** Project approval by ENTRUST, and Grant Offer Letter from CCF.

**Stage 7:** Project Completion – sending evidence including photographs.

**Stage 8:** Payment of Grant – grant is paid when the project is complete.

**Stage 9:** Annual Audit – reporting requirements after grant has been paid.

**PLEASE do not contact Thalia about your application. CCF manages the process and Thalia's business activity should not be disturbed.**

## Detailed Guidance – Contents

1.	Eligibility Criteria .....	3
2.	Grant size .....	5
3.	Contributing Third Party (CTP).....	5
4.	Submitting your Expression of Interest Form (EOI) .....	6
5.	The Panel Meeting.....	7
6.	The Full Application Form .....	8
7.	Application Review and registration.....	11
8.	Grant Offers.....	11
9.	Delivering Your Project .....	12
10.	Claiming the grant.....	12
11.	Annual Audit .....	13

## STAGE 1 – CHECK YOUR ELIGIBILITY

### 1. Eligibility Criteria

#### Your project must:

- Be in accordance with LCF themes, known as Objects. Thalia can support projects under Object D, DA or E.
- Be in Cambridgeshire but please note the Fund does not cover Peterborough
- Be within 10 miles (as crow flies) of any licensed landfill site in Cambridgeshire. There is a map with landfill site locations on [our website](#)
- Be able to contribute 11% of the value of the grant you are seeking to the Landfill Operator (ie Thalia WB ODC Waste Management). This is **additional** to the project costs.
- Be ready to start as soon as you find out that your project is approved. This is usually within six months from the Expression of Interest deadline. Ready to start means you have secured the majority of your funding, have obtained planning permission, have established costs and identified potential contractors. Please note **you must not have started**, or committed to, any project work (ie orders placed) before your application has been approved and you have signed and returned your terms and conditions.

#### Your organisation must:

- Be not for profit and have a constitution, Equal Opportunity Policy, Safeguarding Policy, Conflict of Interest Policy, Access Statement, an independent management committee and two independent signatories on the bank account. Policies should be up to date to reflect current legislation and be signed and dated.
- Either own the land or building where the project is taking place or have a long-term lease (with a minimum of 10 years remaining). In some cases, a management agreement is acceptable.

#### LCF Objects

##### **Object D: The provision, maintenance or improvement of a public park or other general public amenity**

- The park or amenity must be open and accessible to the general public.
- The park or amenity must not be operated with a view to profit.
- The park or amenity must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the project site
- the proposed works
- how the proposed works will provide, maintain or improve a public park or another public amenity
- how the park or other amenity is accessible to the public and how they have use of it
- how the park or amenity is for the protection of the built, natural or social environment
- how the amenity is operated on a not-for-profit basis
- how far the project site is from a licensed landfill site

**Object DA: The conservation of a specific species or a specific habitat where it naturally occurs**

This Object seeks the conservation or promotion 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.
- The proposed conservation site must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the conservation site
- the conservation work proposed
- the species or habitat that will be conserved by the project and
- how far the project site is from a licensed landfill site

**Object E: The repair, maintenance or restoration of a building or structure which is a place of religious worship or of historical or architectural importance**

- The building or structure must be a place of religious worship, or of historic or architectural interest (listed status or equivalent)
- The building or structure must be open to the public and
- The building or structure must be in the vicinity of a landfill site.

Your project application will need to provide details of:

- the project site
- the proposed works
- how the proposed works will maintain, repair or restore a relevant building or structure
- how the relevant building or structure is open to the public and when they will have access to it
- how the building or structure is operated on a not-for-profit basis
- how far the project site is from a licensed landfill site and

Projects must not result from any planning permission conditions or as a term of a statutory agreement to which the LO is a party.

## 2. Grant size

- Grants will be offered in range of £10,000 to £100,000, with the exception of requests under Object DA where the minimum threshold is £5,000).
- Groups applying should be aware for their cash flow planning that grants will be paid in one instalment on completion of the project when evidence of expenditure, photographs and CTP cheque have been provided. (For grants over £20,000 two instalments can be requested – one during the project, the other on completion of the project. The minimum size for these instalments is £10,000).

## 3. Contributing Third Party (CTP)

### Why is an 11% contribution required?

When a Landfill Operator (Thalia WB ODC Waste Management in this case) contributes funding towards a project under the Landfill Communities Fund scheme, the Landfill Operator (LO) can only claim tax relief on 90% of their contribution and is left with a 10% shortfall plus administration fees. Most LOs require projects to find an independent third party – known as a Contributing Third Party (CTP) – to make a ‘top up’ payment so that the LO’s contribution is cost neutral to the LO. For the Thalia WB Community Fund, the funded project must either identify a CTP who is able to contribute 11% of the total grant requested, or be able to pay the 11% themselves.

### What does this mean for my project?

- All grant recipients of The Thalia WB Community Fund are required to be themselves or find another body or individual willing to be the CTP.
- The CTP will need to make a payment to Thalia equivalent to 11% of the value of the grant they are offered on completion of the project. They must be aware that this payment is to the Landfill Operator, not towards the project costs.
- CCF must report to Thalia and the national regulator the name and address of the Contributing Third Party.
- The 11% sum is payable just prior to the release of the grant, once the project is complete.

### Who can make the CTP contribution?

- The grant recipient can make the payment direct from their own resources but cannot use any part of the Thalia WB Community Fund grant they are offered

to fund the 11%.

- The grant recipient can also itself find another party to be the CTP and make the payment, but the party cannot gain a unique benefit from the grant recipient's project, or any other project funded from the Landfill Communities' Fund scheme, going ahead. *This means, for example, a contractor paid to undertake the project work, cannot be the CTP and fund the 11%.*

You will be required to identify who your CTP funder will be on your EOI, and again on your full application

## STAGE 2 – SUBMIT AN EXPRESSION OF INTEREST ONLINE

### 4. Submitting your Expression of Interest Form (EOI)

Deadlines for submission of EOI forms are 1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September, 1<sup>st</sup> December. You can find these on [our website](#)

Notes:

- The project site must be within 10 miles of a licensed landfill site.
- You must be ready to start (ie have secured the majority of your funding, have planning permission, have identified builders etc) within six months from the EOI deadline. This is because the regulator requires funds to be spent quickly, and CCF is not permitted to ring-fence funding for long periods of time.
- In addition, the work to be carried out must not have begun, or have been committed to, as the Thalia WB Community Fund cannot fund work that has already been started or committed to.
- You must complete the eligibility and documentation checklists on the EOI.

### Document Checklist (required documents for submission electronically with your EOI)

1. A copy of your organisation's governing document eg a constitution or Memorandum and Articles of Association. If you are a Parish Council, you should submit a copy of your Standing Orders. You should have a volunteer committee with a Chairperson, Secretary and Treasurer and at least two independent signatories. Your constitution should not include any clause that could benefit an individual or group of individuals. You do not have to be a registered charity to receive a grant, but you must be a recognised not-for-profit organisation structure.
2. A copy of your organisation's most recent accounts.

3. Your Equality and Diversity Policy
4. Your Safeguarding Policy and procedures (for both children and adults) – to reflect the Care Act 2014
5. Your Bank Paying-In Slip – so we have your bank sort code and account number independently verified and can pay the grant by BACS
6. Your Public Access Statement – outlining when the amenity is open to the public and **any fees charged**. This must be on letterhead paper, signed and dated. This is about availability of the amenity for use by the community in general, not accessibility for people with disabilities.
7. A couple of photographs of the amenity, architectural sketch plans and/or plan of the site location

**NB** If your organisation does not own the land on which the amenity is sited and/or the amenity itself you must also supply:

- a copy of your long-term lease (minimum 10 years)
- a copy of written permission from all landowners

Once we have reviewed your EOI after the quarterly deadline you will be emailed Part B, which must be signed and returned to CCF. In the Part B you will be asked to confirm that you will be able to supply all the other necessary project paperwork, listed below, if you are invited to submit a full application.

## STAGE 3 – THALIA WB COMMUNITY FUND QUARTERLY PANEL MEETING

### 5. The Panel Meeting

The Thalia WB Community Fund Panel meets quarterly in January, April, July and October. Once the Panel has met and considered EOIs received, you will be contacted by email, usually within 14 days of the panel.

**If your request is successful**, you will be invited to submit a Full Application and supporting documentation  
– see STAGE 4, below.

**If your request is unsuccessful**, you will be told why. We cannot fund all requests that are made as the resources are finite. However, if the panel are interested in the project, but require more detail, you may be invited to re-submit a new EOI for the

next panel.

***If you feel you have been treated unfairly*** (i.e. you perceive that we have failed to take account of relevant information or have based our assessment on inaccurate information), you can appeal in writing to the Chief Executive who will consider your request. You must include evidence to back up your appeal. If necessary, the application can be referred to the Grants Panel that declined the application. If following this process, the application is still declined then there is no further right to appeal.

## STAGE 4 – INVITATION TO SUBMIT FULL APPLICATION

### 6. The Full Application Form

- i. If the Thalia WB Community Fund panel is interested in supporting your project, you will be asked to complete a Full Application Form and send in supporting documentation, as you have agreed to on the EOI.
- ii. You will be given a deadline (usually one month) by which you must have submitted your Full Application and all supporting documents on the checklist.

Please send the completed Full Application Form and supporting documents by email. We cannot accept hard copy applications.

When completing the Full Application Form, you will need to provide detailed information about your organisation, the project to be funded (including detailed costs), and the expected project benefits.

Remember that you will need to demonstrate that your project or activity fulfils the following criteria (as well as complying with Landfill Communities' Fund objects). Please try to include as much information about each of these as possible:

- **Evidence of need:** How do you know that the project is needed? Have you done any research? Has the project been requested by users of your organisation? Are there any people that are excluded from using your services at present, and if so why?
- **Evidence of community use:** How many people currently use your services and how many are likely to use any new services?
- **Evidence of community involvement:** How many people are involved with the running of your organisation including people who help with fund raising or volunteering?



**PROJECT DATES** – please ensure that you enter realistic project dates on your application as these will be used when your application is submitted to ENTRUST for approval. Any delays to project delivery must be reported to ENTRUST and their approval is needed for a project extension (See STAGE 7 below).

### Details of an independent referee

You will need to provide an independent referee. This should be someone who knows about your organisation, but who is not on the committee. This could be a member of the clergy, a police officer, councillor or a professional local resident who knows your organisation and its activities well.

If your application is for a project working with children or young people or adults at risk, the referee should be knowledgeable on child protection issues and be prepared to vouch that the organisation either has a child protection policy in place that is updated regularly or is in the process of developing one.

**The completed Full Application Form, signed by two people and an independent referee, and your supporting documentation must be sent to us by email.** If you have already provided a document with your EOI and nothing has changed since then, you do not need to re-send the same document.

**DOCUMENTATION CHECKLIST.** Please **number these** as below when submitting your application (where there is more than one document for each item please use 1a, 1b etc)

#### Items 1 – 8 are required for all applications:

1. Your Conflict of Interest Policy and copies of minutes of meetings when the selection of contractors was discussed, showing how procedures were followed to ensure the decision making was not influenced in any way
2. Project photos and/or project plans.
3. Your Public Access Statement, describing when the facility or amenity is open to the general public and any entry or hire costs involved. This must be on letterhead paper, signed and dated. This is different from an accessibility policy
4. Letters of support: evidence of community consultation and any consultation with disabled users.
5. Funding confirmation letters: copies of letters confirming that all other sources of funding have been confirmed in writing. This may include a formal confirmation from your Treasurer that the organisation has set aside specified funding towards the project

6. Confirmation letter from your CTP funder (see section 4 above).
7. Estimates / Quotations. You should follow best practice in procurement. For spends below £1,000, only one quote or evidence of expenditure will be needed. For amounts between £1,000 and £25,000, three quotes are required. For expenditures over £25,000, a public tender is necessary. You do not have to have completed the whole procurement process before submitting your EOI or your full application (and you must not commit to any contract before you receive an outcome for the application), but you should ensure that your budget is realistic and that the costs are as accurate as possible, providing estimates and quotes to demonstrate this. You should explain your procurement approach to us and why you will select a particular contractor. Further information is available from [Entrust](#).
8. Maintenance contracts and agreements: information about who is / will be responsible for maintaining the facility and how maintenance will be funded. This can also be in the form of budgeted sums for regular maintenance evidenced in your accounts, or confirmation on letterheaded document from your Treasurer that a suitable sum will be allocated from your organisation's annual budget.

ADDITIONAL DOCUMENTATION (if applicable):

9. If your organisation does not own the land on which the amenity is located:
  - a. Confirmation letter from your landlord that they consent to the project
  - b. A lease/management agreement with 10-year unexpired term
10. If your project requires planning permission you must supply planning consents – including permissions, faculties, building regulations as appropriate. If the project requires planning permission, this must be obtained before making this application. Note a decision on awarding a grant cannot be made until all relevant planning permissions have been obtained.
11. If you have carried out a disability audit please include the Disability Audit report including any recommendations.
12. Environmental projects: If your project is for environmental improvements in public space, you must know who will maintain your site after completion of the project and have permission from the landowner. As above evidence of the landowners' permission must be included (i.e. a letter). You must also enclose detailed site plans, sketches of the site, a location plan (i.e. A-Z map), which can be prepared by a landscape architect. You also need to send photographs of the proposed site. We encourage the use of recycled materials and the planting of native species of trees and shrubs in all environmental improvement projects. If your project supports biodiversity and habitat conservation, you must complete the relevant section included with the application form.

## STAGE 5 – APPLICATION REVIEW

## 7. Application Review and registration

- Once your complete application has been received, it will be checked to ensure that all required documentation has been submitted and that the application form has been completed fully.
- Once the applications and documentation have been reviewed, complete applications will be submitted to ENTRUST (the regulatory body) for approval. This process takes approximately 14 working days. If your application is incomplete, you may be asked to provide more information, which can delay this process.

### STAGE 6 – GRANT OFFER LETTER

## 8. Grant Offers

- Once your project has been approved by ENTRUST, assuming everything is in order, a grant offer will be sent to you by email.
- You will have one month from the date of the offer letter with which to return the signed Terms and Conditions (Ts&Cs).
- Offer letters will include any additional conditions imposed by the Panel.
- You must not commit any money before you have received your offer letter and returned signed T&Cs to CCF.
- Should you need to request a change of use for any award made you MUST submit your request in writing to CCF. Do not commit any expenditure until we have confirmed in writing to you that your request is acceptable. We attempt to be flexible but this may not be possible in all cases.

### General Conditions of grant offer:

#### **Asset register and disposal of funded asset –**

You are required to keep an asset register of any items of equipment purchased worth over £500 with a grant from The Thalia WB Community Fund. If a Thalia funded *depreciating* asset is sold within 3 years of its original purchase, the proportion of the sale proceeds (or the proportion of the market value if the sale proceeds are less than the market value of the asset) equal to the proportion of the grants contribution to the purchase price must be paid back to CCF.

For any Thalia funded *appreciating* asset (such as land and buildings) sold **at any time** the proportion of the sale proceeds (or the proportion of the market value if the sale proceeds are less than the market value of the asset) equal to the proportion of the grants contribution to the purchase price will be paid back to CCF (or another Environmental Body as directed by ENTRUST).

**Annual audit – see below**

## **STAGE 7 – DELIVERING YOUR PROJECT**

### 9. Delivering Your Project

- Once you have returned your signed Terms and Conditions you can start work on your project.

#### **PROJECT DELAYS**

- **It is your responsibility to inform CCF of any delays to work, in advance of the completion date, so that we can request an extension from ENTRUST, on your behalf.**
- **This is important as *LCF monies cannot be paid to a project after the completion date provided to ENTRUST.***
- **Therefore, you must ensure that the timescales on your application are realistic and inform CCF immediately of any delays, including stating the reason for the delay.**

## **STAGE 8 – PAYMENT OF GRANT**

### 10. Claiming the grant

- For projects over £20,000, grant payments may be made in two instalments – one instalment during the project for a minimum claim of £10,000 and the final payment of minimum £10,000 on completion of the project. Grants payments for projects up to £20,000 will be paid in one instalment, on completion of the project.

On completion of the work you must send the following to CCF by email:

- Completed Grant Claim Form
- Evidence of expenditure for all works funded by the Thalia WB Community Fund grant – (if the invoice has not yet been paid it must detail payment terms)
- Completion certificate (if applicable)
- Photographs of all completed works funded by the Thalia WB Community Fund grant
- Evidence of the CTP payment for 11% of the expenditure (eg bank transaction report/bank statement showing the payment, or screenshot of online bank transaction). Please start with 'CCF' in the payment reference.

Please note, if the expenditure is less than the grant awarded, you will be required to send payment for 11% of the actual expenditure. Once we have received the proof

of CTP payment and all other documents/evidence, payment of the grant will be made by BACS. Please be aware of your cash flow planning, as payment of the grant will be made on **completion** of the work. We cannot pay against deposits.

You must display acknowledgement of the grant from the Thalia WB Community Fund (eg in a plaque or on your organisation website) and should invite Thalia to any opening event held.

## **STAGE 9 – ANNUAL AUDIT**

### 11. Annual Audit

As part of the requirements of the national regulator of this scheme (ENTRUST), we are required to check on an annual basis whether the project funded is still operating in an approved way. In broad terms we need to check that the funded project is still in use by the community and any income derived has been spent on “approved objects”. You will be required to report back for 3 years following payment of the grant. It is your responsibility to inform CCF of any change of contact details to ensure that we can get in touch. You may also be visited by Entrust as part of their Project Site Visit compliance inspections.

## APPENDIX 1 – What CCF and Thalia cannot fund

We will not fund Projects (or their governing groups) that:

- Do not fit the Landfill Communities' Fund objects
- Are part of the planning process
- Are run by profit making companies
- Do not have the necessary permission i.e. without planning or landowners' permission
- Are not open to the general public
- Are more than 10 miles from a landfill tax site
- Cannot make a CTP 11% contribution
- Have a deficit or are retrospective funding i.e. grants for works which have already taken place before a grant was offered and accepted.
- Are the responsibility of a statutory body (i.e. projects which should be funded by a statutory body).
- Are national or regional charities with no independent office in the area the project is being delivered in.
- Involve an improvement to land that is not open to the general public at convenient hours
- Promote political or religious activities
- Faith groups promoting religious activities (although this does not exclude us funding church restoration)
- Part of a project cost that is recoverable VAT.
- Are requests for the total project cost.
- Are to build or improve car parking facilities.

## APPENDIX 2 – Why are applications rejected?

The most common reason that applications are rejected/not processed is that the applicant has failed to include all the relevant documentation and/or has failed to supply documentation or further information despite requests to do so.

Other reasons include:

- Applications are for projects outside the criteria.
- Failure to demonstrate the organisation's ability to deliver a project.
- Management committee is not sufficiently representative of the community or their users.
- Failure to show sufficient community involvement.
- Failure to show sufficient need for the project.
- No indication of how the project/activity will be funded after the grant has run out.
- Not value for money.
- The organisation applying has too high free reserves.

## APPENDIX 3 – Where to go for help

If you are a voluntary or community group -

Your local Council for Voluntary Service will be able to provide guidance on governance and policies:

### Cambridge Council for Voluntary Service

16 - 18 Arbury Court Cambridge CB4 2JQ

[enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

### Voluntary and Community Action for East Cambridgeshire

41e Forehill Ely

Cambridgeshire CB7 4AA (01353) 666166

[info@vcaec.org.uk](mailto:info@vcaec.org.uk)

### Hunts Forum of Voluntary Organisations

The Maple Centre 6 Oak Drive Huntingdon Cambs PE29 7HN

(01480) 420601

[info@huntsforum.org.uk](mailto:info@huntsforum.org.uk)