



Landfill Communities Fund Guidance Notes

Closing date for Expressions of Interest: 12 noon Monday 19 December 2022

Completed forms must be submitted to;

The Grants and Investment Unit, Fermanagh and Omagh District Council by email to;

grants@fermanaghomagh.com

The Landfill Communities Fund Programme is a partnership between Fermanagh and Omagh District Council (FODC) and Ulster Wildlife Trust (Ulster Wildlife). The Landfill Communities Fund (LCF) is available to constituted groups, community organisations and statutory bodies, within the fields of; community development, sport, arts and culture and social economy. (Conditions apply)

This document will help to guide you through the process and should be read in conjunction with the Environmental Body (EB) Guidance Manual at www.entrust.org.uk

Applications can be made under any one of the following three themes:

- **Public Amenity Programme (Natural and Social Environment)**
- **Biodiversity Conservation and Enhancement Programme (Natural Environment)**
- **Restoration of Religious Buildings or Buildings of Architectural or Historical Interest (Built Environment)**

Full details of these programmes and programme criteria are available from the individual programme sheets annexed to these Guidelines.

For advice on the eligibility of your project for the relevant Landfill Communities Fund programme, please contact Ulster Wildlife Officer Erin McGarry on:

Email: erin.mcgarry@ulsterwildlife.org

Mobile: 0781 606 5778

1. Introduction & Background

Funding for these programmes is available through the LCF which is regulated by ENTRUST (www.entrust.org.uk) on behalf of Her Majesty's Revenue & Customs (HMRC). It is ENTRUST's role to ensure that LCF monies are paid to eligible organisations and spent on projects which satisfy the objectives (Objects) set out in the Landfill Tax Regulations 1996 as amended (the Regulations).

The LCF is a tax credit scheme that permits Landfill Operators to divert a percentage of the monies they pay as landfill tax directly to approved organisations called Environmental Bodies (EBs) to fund community and environmental projects in the vicinity of landfill sites. Fermanagh & Omagh District Council is a Landfill Operator and works in partnership with Ulster Wildlife, an EB, by contributing to the LCF to support projects that create benefits for communities living near landfill sites.

All projects funded by the LCF must be registered with ENTRUST and projects will need to satisfy the registration requirements of ENTRUST. Ulster Wildlife is authorised to submit projects for registration to ensure projects comply with the Regulations and their LCF activity is subject to regular audit by ENTRUST.

See the Environmental Body (EB) Guidance Manual at www.entrust.org.uk for full details.

2. Level of funding

Funding is at a rate of 75% of eligible costs up to a maximum value of £60,000. The minimum level of funding is £5,000. If the applicant is registered for VAT, eligible costs will be net of VAT.

Please Note: Project applicants must be in a position to fund the project until grant aid can be released as funding is paid retrospectively.

3. Key dates for application process

Applications will be considered in a two stage process;

Stage One: Expression of Interest Forms

Interested applicants must complete an Expression of Interest form to determine eligibility for the programme. Completed forms must be submitted to;

The Grants and Investment Unit, Fermanagh and Omagh District Council by email to;

grants@fermanaghomagh.com

Emails should be entitled: Expression of Interest - LCF Programme

The closing date for Expressions of Interest is: 12 noon on Monday 19 December 2022.

Expressions of Interest received after the closing date/time **will not** be considered.

Following the closing date, Expressions of Interest will be checked for eligibility. Applicants that have progressed through Stage 1 Expression of Interest, will then be invited to complete an application form.

Stage Two: Application Forms will be provided by Ulster Wildlife by email from; erin.mcgarry@ulsterwildlife.org week commencing **16 January 2023**.

Completed Application Forms must be submitted by email to lcf@ulsterwildlife.org by **12 noon on Monday 27 February 2023**.

Emails should be entitled: LCF Application - FODC area

Please Note: It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing and contain all requested documentation. Applications received after the closing times/dates will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure submission on time.

4. Timescale for completion of projects

All project applications must include estimated project start and end dates. An agreed timescale for the delivery of the project will be outlined in a Letter of Offer, should your group/organisation be successful.

Please Note: Any Statutory Approvals required for the project must be in place prior to commencement of any works.

(If you are unsure about the eligibility of your project for the relevant LCF programme, see the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or email erin.mcgarry@ulsterwildlife.org for more information).

5. Who can apply

- Groups, organisations and projects must be based in the Fermanagh and Omagh District Council area; and
- Located within a ten-mile radius (as the crow flies) of one of the following landfill sites:
 - Drummeem Recycling Centre, Drummeem Road, Enniskillen, Co. Fermanagh, BT74 5JX;
 - Tullyvar Recycling Centre, 130 Tullyvar Road, Aughnacloy, Co. Tyrone, BT69 6BN

To check if your project/facility is in the eligible area, please follow the link to view area map:

<https://www.fermanaghomagh.com/services/sponsorship-grants-bursaries/grant-aid/>

Land Buffer Map Instructions:

- Enter the full postal address of the project site / facility on the search bar (located at the top right corner of the map).
- The map will zoom to the address entered, please zoom out to ascertain if it falls within the ten mile radius as indicated by the circled areas.

Applications are open to;

- Constituted groups and community organisations,
- Council and statutory bodies,
- Groups that are not for profit,
- Groups that hold recent annual accounts,
- Groups that own or lease the property/site where the project is taking place. The funder will consider the length remaining on the lease and the nature and scale of the works detailed in the grant application,
- Groups that can fund the delivery of the project until grant aid is released,
- Groups that can demonstrate satisfactory access arrangements (if applicable to the project). Please contact erin.mcgarra@ulsterwildlife.org for more information.

Applicants can apply to one of the following three Programmes:

(All projects must demonstrate how they provide protection for the built, natural or social environment).

- I. **Public Amenity Programme** applications must satisfy the requirements of **LCF Object D – Public Parks and Amenities**. The focus must be to undertake direct physical works on a park/amenity which must be open to the general public a minimum of four evenings or two days a week or 104 days a year.
- II. **Biodiversity Conservation and Enhancement Programme** applications must satisfy the requirements of **LCF Object DA - Conservation of Biodiversity**. Project costs must relate solely to the conservation of the species or habitat and the works must be carried out on a site where the species or habitat naturally occurs.
- III. **Restoration Programme** applications must satisfy the requirements of **LCF Object E – Restoration of Religious Buildings or Buildings of Architectural or Historical Interest**. The intention should be to maintain, repair or restore either a place of worship, or a building or structure with a listed status or equivalent, where the general public have access. This object does not permit new works or works to private residences.

Please Note: This list is not exhaustive, if you are unsure about the eligibility of your project for the relevant LCF programme, see the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or email erin.mcgarra@ulsterwildlife.org for more information

6. Application Process

Applications will be considered in a two stage process;

6.1 Stage One: Expressions of Interest

Applicants will be required to submit an Expression of Interest to the programme, in order to determine if the applicant/project is eligible for funding under the LCF programme.

Expression of Interest Forms are available to download from the Fermanagh and Omagh District Council website at: <https://www.fermanaghomagh.com/services/sponsorship-grants-bursaries/grant-aid/>

Or; by requesting a form from the Grants and Investment Unit by emailing; grants@fermanaghomagh.com

Completed Expressions of Interest must be returned to the Grants and Investment Unit by email to; grants@fermanaghomagh.com by; **12 noon on Monday 19 December 2022**

Emails should be entitled: **Expression of Interest - LCF Programme**

- Expressions of Interest received after this date/time **will not** be considered.
- Expressions of Interest will be checked for eligibility to the programme and those that have progressed through the Stage 1 will then be invited to complete an application form.
- If your group/project is **not eligible**, you will be informed of the outcome accordingly and provided with the rationale for the decision.

6.2 Stage Two: Application Forms

Following the Expression of Interest process, Ulster Wildlife will issue application forms to eligible applicants, **week commencing 16 January 2023**

Completed application forms must then be submitted to Ulster Wildlife by email to; lcf@ulsterwildlife.org by; **12 noon on Monday 27 February 2023**

Emails should be entitled LCF Application - FODC area

Please Note: It is the responsibility of each applicant to ensure that their application is complete and submitted prior to the advertised time and date of closing. Applications received after the closing times/dates will not be considered for funding. No exceptions will be made and there is no recourse to appeal. It is the responsibility of the applicant to ensure submission on time.

7. Assessment of Stage Two Applications

Applications will be assessed in line with programme criteria. This is a competitive fund and awards will be made based on highest scoring projects.

Applications will be scored and placed in ranking order. Funding will be awarded to groups meeting the award threshold until the budget has been fully allocated. In the event that the fund is oversubscribed, any remaining groups that have scored above the required threshold will be placed on a reserve list in ranking order and awarded funding if budget becomes available. The reserve list will expire three months after Letters of Offer have been issued to successful applicants.

Once projects have been successfully registered with ENTRUST, Ulster Wildlife will issue Letters of Offer to successful applicants.

Please Note: Any Statutory Approvals required for the project must be in place prior to commencement of any works.

Projects must not commence until a Letter of Offer has been accepted and Statutory Approvals evidenced.

8. Claims process and procurement

ENTRUST require that where LCF monies are used to purchase goods and services over £10,000 in value, competitive tendering should be undertaken. Three quotes should be sought when the value is less than £10,000. Evidence of the competitive tender and quotes must accompany each claim.

Payments to suppliers must be made from the applicant's own resources and evidence of value for money demonstrated as required in the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk.

Application for reimbursement must be made within the timescale set out in the letter of offer and Ulster Wildlife will advise projects of documentation required for grant claims. Applicants will be reimbursed by Ulster Wildlife once documentation has been satisfactorily verified.

Annex 1

Programme Criteria Theme (i): Public Amenity Programme LCF Object D

(All projects must demonstrate how they provide protection for the built, natural or social environment).

Overview

Public Amenity Programme: applications must satisfy the requirements of LCF Object D – Public Parks and Amenities. The focus must be to undertake direct physical works on a park/amenity which must be open to the general public a minimum of four evenings or two days a week or 104 days a year. See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or email erin.mcgarra@ulsterwildlife.org for more information.

Organisations applying for funding from the Public Amenity Programme will have to demonstrate how their project:

- Contributes to the provision, maintenance or improvement of a public park or other public amenity (examples include community centres, village halls, public sporting facilities, cycle and walking paths);
- Includes a level of community involvement and support for the project, e.g., project meets an identified need in the community, local people been involved in the project through community consultation and or letters of support, volunteers will be involved in its development and continued use
- Is financially feasible; match funding to the project has been demonstrated, the project can be funded until grant aid has been released, all project costs have been considered, project is sustainable
- Can be delivered; the group has the skills, capacity and experience to deliver the project, all stages of the project have been considered including statutory approvals and licenses, if applicable. Project timescales have been considered and detailed.
- Fits with Council's Strategic Objectives in the Corporate and Community Plan to include;
 - **People and Communities**
To improve the wellbeing of all of our citizens and develop thriving rural and urban communities.
 - **Environment**
To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment

For further information on the Community Plan and the Council's Corporate Plan, please visit the Fermanagh and Omagh District Council website at:

www.fermanaghomagh.com/your-council/corporate-plan/

Special Conditions

Funding for this programme is available through the LCF. All projects will need to fully satisfy LCF requirements and be successfully registered with ENTRUST by Ulster Wildlife prior to issue of any Letter of Offer.

Annex 2

Programme criteria Theme (ii): Biodiversity Conservation and Enhancement LCF Object DA
(All projects must demonstrate how they provide protection for the built, natural or social environment).

Overview

Biodiversity Conservation and Enhancement Programme: applications must satisfy the requirements of **LCF Object DA - Conservation of Biodiversity**. Project costs must relate solely to the conservation of the species or habitat and the works must be carried out on a site where the species or habitat naturally occurs.

See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or email: erin.mcgarry@ulsterwildlife.org for more information.

Organisations applying for funding from the Biodiversity Conservation and Enhancement Programme will have to demonstrate how their project contributes to the protection of the environment, conservation or promotion of biological diversity through:

- The provision, conservation, restoration or enhancement of any of the natural habitats selected for local priority action namely - grassland and farmland, marine, peatland and heathland, urban, woodland and wetland; or
- The conservation of a species in its natural habitat, on land or in water selected for local priority action such as - swift, otter, fish (Atlantic salmon and brown trout), locally endangered moths and butterflies, pine martin, red squirrel, bumblebee, curlew and corn crake and bats
- The provision of opportunities to the general public to increase their knowledge of the habitat or species identified in the project demonstrated

For more details see Fermanagh and Omagh District Council's Biodiversity Strategy and Action Plan (BSAP) available here: <https://www.fermanaghomagh.com/services/parks-and-open-spaces/biodiversity/>

Or contact the Council's Biodiversity team at: biodiversity@fermanaghomagh.com

- Is financially feasible; match funding to the project has been demonstrated, the project can be funded until grant aid has been released, all project costs have been considered, project is sustainable
- Can be delivered; that the group has the skills, capacity and experience to deliver the project, all stages of the project have been considered including statutory approvals and licenses if applicable. Project timescales have been considered and detailed.
- Fits with Council's Strategic Objectives in the Corporate and Community Plan to include:
 - **People and Communities**
To improve the wellbeing of all of our citizens and develop thriving rural and urban communities.
 - **Environment**
To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment.

For further information on the Community Plan and the Council's Corporate Plan, please visit the Fermanagh and Omagh District Council website at:

www.fermanaghomagh.com/your-council/corporate-plan/

Special Conditions

Funding for this programme is available through the LCF. All projects will therefore need to fully satisfy LCF requirements and be successfully registered with ENTRUST by Ulster Wildlife prior to issue of any Letter of Offer

	Each project should be for a single identifiable site although projects with multiple locations are possible in particular circumstances if there is a physical or ecological connection between the sites.
--	---

Annex 3

Programme Criteria Theme (iii): Restoration Programme LCF Object E

(All projects must demonstrate how they provide protection for the built, natural or social environment).

Overview	<p>Restoration Programme: applications must satisfy the requirements of LCF Object E – Restoration of Religious Buildings or Buildings of Architectural or Historical Interest. The intention should be to maintain, repair or restore either a place of worship, or a building or structure with a listed status or equivalent, where the general public have access. This object does not permit new works or works to private residences.</p> <p>See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or email: erin.mcgarry@ulsterwildlife.org for more information.</p> <p>Organisations applying for funding from the Restoration Programme will have to demonstrate how their project:</p> <ul style="list-style-type: none">• is for the maintenance, repair or restoration of a building or structure which is a place of religious worship or of historical or architectural interest• Includes a level of community involvement and support for the project, e.g., project meets an identified need in the community, local people been involved in the project through community consultation and or letters of support, volunteers will be involved in its development and continued use• Is financially feasible; match funding to the project has been demonstrated, the project can be funded until grant aid has been released, all project costs have been considered, project is sustainable• Can be delivered; that the group has the skills, capacity and experience to deliver the project, all stages of the project have been considered including statutory approvals and licenses, if applicable. Project timescales have been considered and detailed.• Fits with Council’s Strategic Objectives in the Corporate and Community Plan to include;<ul style="list-style-type: none">➤ People and Communities To improve the wellbeing of all of our citizens and develop thriving rural and urban communities.➤ Environment To promote positive action on climate changes, sustainable management and enhancement of the natural, built and cultural environment <p>For further information on the Community Plan and the Council’s Corporate Plan, please visit the Fermanagh and Omagh District Council website at: www.fermanaghomagh.com/your-council/corporate-plan/</p>
Special Conditions	Funding for this programme is available through the LCF. All projects will need to fully satisfy LCF requirements and be successfully registered with ENTRUST by Ulster Wildlife prior to issue of any Letter of Offer