

# HOW TO APPLY TO SOLWAY HERITAGE FOR FUNDING FROM THE LANDFILL COMMUNITIES FUND (LCF)

## GUIDANCE NOTES

### What is Solway Heritage?

Solway Heritage is a Company limited by Guarantee, a Registered Charity; and a registered Environmental Body under the Landfill Tax Regulations. The Company has four principal **objectives**:

- *to secure the sustainable use, management, and enjoyment of the natural and man-made heritage, in particular the heritage of Dumfries and Galloway*
- *to conserve and enhance buildings or artefacts of architectural or historical interest, particularly in Dumfries and Galloway*
- *to conserve and enhance landscape and wildlife resources, particularly in Dumfries and Galloway*
- *to interpret and encourage informed public access to the built, natural and cultural heritage, particularly of Dumfries and Galloway*

### Mission Statement

***Solway Heritage, working through its multi-disciplinary team, is dedicated to enhancing, promoting and conserving the natural, cultural and historic environment, principally in Dumfries and Galloway.***

It does this in three main ways - through project management, by giving advice and guidance and by securing grant aid for communities throughout Dumfries and Galloway. It receives some public funds to support its work but must recoup most of its costs from fee income.

### What funding can Solway Heritage provide?

Solway Heritage currently receives Landfill Tax Credits from Shanks Waste Solutions and has received contributions from other Landfill Operators in the past. This money is distributed to eligible projects (see below). It can also assist in sourcing funds from a range of sources, including the Lottery, Europe, Charitable Trusts and central and local government.

## What is the Landfill Communities Fund (LCF)?

The Landfill Communities Fund (LCF) was formerly known as the Landfill Tax Credit Scheme, sometimes simply referred to as Landfill Tax or Landfill Tax Credits. Landfill operators are obliged to pay Landfill Tax for every ton of waste accepted into their landfill site. This is currently set at £24, but the amount is regularly increased by the Government (another £8 per year until 2011). Responsibility for collecting the tax lies with HM Revenue and Customs.

To administer the awards of LCF, landfill operators can only pass LCF monies to registered Environmental Bodies, of which Solway Heritage is the main one for Dumfries and Galloway. Regulation of the LCF and the Environmental Bodies is carried out by an organisation created for the purpose, known as ENTRUST. See [www.entrust.org.uk](http://www.entrust.org.uk) and [www.ltcs.org.uk](http://www.ltcs.org.uk).

Of the total tax payable by the landfill operator, a further 6.6% may be set aside and paid to an Environmental Body for use in projects which meet the Landfill Communities Fund criteria. In effect, this is a further cost to the landfill operator but to compensate, the Treasury provides a rebate. Unfortunately, the rebate is only 90% of the amount given by the landfill operator to the Environmental Body. This leaves the operator 10% out of pocket and therefore projects in receipt of LCF are often expected to find this 10% (known as the **Third Party Contribution**) to refund the operator. (In the past, the Council paid the 10% to support projects in the region.)

Since opening the Eco Deco Plant on the outskirts of Dumfries, Dumfries and Galloway Council has contracted its landfill operation to Shanks Waste Solutions. Shanks are therefore responsible for paying Landfill Tax and have the option of being part of the Landfill Communities Fund. Currently, Shanks have agreed to do so but, as is normal, the agreement does not cover the Third Party Contribution of 10%.

### **Projects in receipt of LCF are therefore required to provide 10% (the Third Party Contribution) of the amount they are awarded.**

This should be given to Solway Heritage who will pass the money on to the landfill operator. Thus, if a project is awarded £5,000, it must raise £500 and pass this to Solway Heritage to give to the landfill operator – Solway Heritage is not simply allowed to award £4,500!

The project is not allowed to pay the Third Party Contribution from its own resources (because it is classed as the beneficiary of LCF). Payment of the Contribution by a member of the project may be acceptable under some circumstances but advice should be sought from either Solway Heritage or ENTRUST. Some funders, such as Scottish Natural Heritage, are happy to pay the Contribution but will normally require to know this when you apply to them for funding.

## How can I apply for LCF/ Landfill Tax funds?

Ask us for an Application Form for your project. Alternatively, give us some broad details, preferably in writing, and we can advise whether the project is likely to be eligible in principle.

## What sort of projects can be funded?

The project must meet at least one of Solway Heritage's own objectives (see first page) and must relate to Dumfries and Galloway. Solway Heritage must also observe the criteria laid down by HM Revenue and Customs and its appointed regulator, ENTRUST, in releasing any LCF / Landfill Tax funds.

***To be eligible for support through LCF, projects must also be within a ten mile radius of a licensed landfill site and conform to one of six LCF objects:***

### Core Criteria

Projects must fit into one of the following:

<b>a</b>	The remediation or restoration of land, which cannot now be used because of a ceased activity.
<b>b</b>	The reduction, prevention or mitigation of effects of pollution that has resulted, or may result, from an activity which has now ceased.
<b>d</b>	An improvement for the general public's benefit for leisure or recreational activity. The amenity site where the work takes place must be open and accessible to the general public.
<b>da</b>	The conservation of identified species or habitats. It is best practice that the species or habitats in question are detailed in a Biodiversity Action Plan (BAP) or a Local Biodiversity Action Plan (LBAP). The proposed costs of the work must be related to the identified species or habitats and the actual place where it naturally occurs.
<b>e</b>	The maintenance, repair or restoration a place of worship; or a building or structure that must have listed status (or equivalent), where the general public can access the building. This objective does not allow works to private residences.
<b>f</b>	The cost of administrative, financial or other similar services, supplied to other enrolled Environmental Bodies

Some types of project are excluded, for example if work is required to comply with some statutory consents.

## Measure Criteria

As well as fitting at least one of Solway Heritage's objectives, and meeting one of ENTRUST'S core objects, the application will be measured against the following:

The Board of Directors will assess projects against the selection criteria below. Where a project demonstrates a poor fit with the individual criterion a score of 0 or 1 will be awarded. A score of up to 3 will be awarded where a project demonstrates a reasonable fit with the individual criterion and a score of up to 5 for an exceptional fit with the individual criterion.

1. satisfy the objectives of Solway Heritage
2. satisfy the criteria of ENTRUST
2. have a community benefit
3. have an educational benefit
4. have a positive environmental benefit
5. are viable in terms of funding and end use
6. have clear aims and objectives
7. are a quality project
8. involve Solway Heritage as an equal partner
9. have a clearly defined client
10. command the necessary resources to complete the project
11. should not be done by some other, more appropriate agency
12. have funding partner support

**Solway Heritage must retain an interest in the project and must provide an audit trail for inspection by ENTRUST (unless it is transferring funds to another registered Environmental Body which already has approval from ENTRUST for the project). Solway Heritage should either manage the project itself, be a joint partner in the running of the project or undertake regular monitoring of the project. We suggest that you discuss these options with us before submitting your project for formal consideration.**

We will consider projects across a wide range of environmental and heritage topics. However, the Board of Directors of Solway Heritage has agreed that we will not fund ongoing core costs of organisations nor active Churches. Recycling and waste minimisation have not been eligible for LCF for some years. Education and publications projects also no longer qualify, as ENTRUST expects projects to provide a direct physical improvement at a single site.

### **Is matching funding needed?**

Yes. The Solway Heritage Board of Directors would normally expect at least 50% of the funding for the project to come from elsewhere. For smaller projects, the ceiling for contributions of Landfill monies can be increased from 50% to a maximum of 75% for those projects with a Landfill Communities Fund component of not more than £5,000, but the percentage contribution to individual projects will be considered on a project by project basis.

In-kind contributions may be eligible as part of the match funding.

LCF funding can be used to match any other types of funds. For the purposes of applying for funding from other sources, LCF is classed as private funding (i.e. not public funds).

### **When and how will a decision be made?**

Your project will be assessed by a member of the staff team, who may need to discuss your project with you and, in some cases, develop your ideas so that the project becomes eligible.

The decision on whether to award funding will firstly be made by Solway Heritage's Board of Directors, **subject to confirmation from ENTRUST that the project is eligible under the LCF scheme.** The Board normally meets four times a year (March, June, September, December). A decision may therefore take up to three months depending on the date of submission and the amount of information required. If more projects are submitted than there are funds available at the time, the Board may defer consideration to a later date.

If your application is approved by the Board, you will be advised informally. The staff member will then complete the necessary forms to register the project with ENTRUST. It should be noted that the final decision on whether the project is eligible for LCF and awarded funding lies with ENTRUST.

If the project is refused, either by the Board of Directors or by ENTRUST, we will explain the reasons to you. It may be possible in some cases to resubmit an amended project and the staff team will advise as appropriate.

If the project is approved by both the Board of Directors and ENTRUST, you will receive a formal offer of grant, in the form of a Contract, which must be signed by both parties.

### **Are any conditions attached to the grant?**

Solway Heritage must enter into a contract with the project sponsor to make sure that it has a clear role in the project. This can be by an exchange of letters. Solway Heritage will release payment of the grant on production of receipted invoices or appropriate documentation.

A report may be required at the end of the project, particularly if it involves research or a pilot project. We may also ask you to provide 'before' and 'after' photographs. You may also be required to provide further information for monitoring purposes.

It is a requirement of both the Board of Directors of Solway Heritage and ENTRUST that the use of LCF funds and the involvement of Solway Heritage is acknowledged in any publicity for the project. In some cases, it may be necessary to acknowledge the landfill operator as well. You will need to demonstrate how you plan to publicise and promote the project and how this requirement will be met.

### **How can I get further advice?**

We welcome early discussions on potential projects. You may wish to send in your preliminary ideas and then make an appointment to discuss them with the appropriate member of the staff team. If you have specific queries about the form, we will help you. For further information:

Telephone us on	01387 247543	or
E mail us on	admin@solwayheritage.co.uk	