



Causeway Coast & Glens Borough Council

Landfill Communities Fund

2021-22 Application Guidelines

Please read these guidelines to find out more about the Causeway Coast & Glens Borough Council Landfill Communities Fund Programme and the type of projects that are eligible.

The Landfill Communities Fund Programme is a partnership between Causeway Coast and Glens Borough Council and Ulster Wildlife Trust (Ulster Wildlife).

This document will help to guide you through the application process.

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

- I. **Public Amenities (Natural and Social Environment)**
- II. **Biodiversity Conservation and Enhancement (Natural Environment)**
- III. **Restoration (Built Environment)**

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

Please ensure you select the most appropriate theme for your project.

If you have any queries regarding this document or how to apply, please contact the Central Funding Unit on 028 7034 7198 or grants@causewaycoastandglens.gov.uk.

For advice on eligibility of your project for the relevant Landfill Communities Fund programme, please contact Ulster Wildlife Trust Finance Officer, Helen Lorimer on 028 9046 3133 or helen.lorimer@ulsterwildlife.org.

Part A Application Forms must be submitted to the Central Funding Unit at Causeway Coast and Glens Borough Council by 12 noon on Friday 05th February 2021 through the Council's funding hub at:

<https://causeway.eformz.info/>

Part B Application Forms are available from Ulster Wildlife by email from
helen.lorimer@ulsterwildlife.org

Completed Part B Application Forms must be submitted by 12 noon on Friday 05th February 2021 by e-mail to lcf@ulsterwildlife.org.

1. Introduction & Background

Funding for these programmes is available through the Landfill Communities Fund (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.

Causeway Coast and Glens Borough 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. Who Can Apply

Causeway Coast and Glens Borough Council has agreed that projects must be located within a ten-mile radius (as the crow flies) of the following landfill site:

- Craigahullier Quarry, 45 Craigahullier Road, Portrush BT56 8NN
- Craigmore Landfill Site, Craigmore Road, Garvagh, Coleraine BT51 5HF

The Council will not accept applications outside this area.

To be eligible for grant-aid, your organisation must be a well-run bona fide organisation with a properly adopted "Governing Document" such as a constitution or memorandum and articles of association that clearly show that it is non-profit making and taking. Evidence that a constitution has been formally adopted must be supplied.

No retrospective funding can be claimed under the LCF. Projects that have already started are therefore not eligible to apply.

3. Grant Amounts

A grant of 75% of total project costs to a maximum of £15,000 and a minimum of £5,000 will be available to individual projects. Applicants are required to provide details of match funding secured which for community-led projects can include "in-kind" contributions.

Grants can not be claimed for unpaid costs. Projects must therefore make arrangements to enable payment to suppliers to be made prior to claims for reimbursement. The process for grant claims will be made available to successful applicants but at this stage projects should note that evidence of value for money will need to accompany claims.

Recoverable VAT (if any) will not be refunded.

4. How to Apply / Application Process

Stage 1

Part A Application Forms should be submitted to the Central Funding Unit at Causeway Coast and Glens Borough Council by 12 noon on Friday 05th February 2021 through the Council's online funding hub at the link below:

<https://www.causewaycoastandglens.gov.uk/grantsandfunding>

Part B Application Forms are available from Ulster Wildlife by email from
helen.lorimer@ulsterwildlife.org

Completed Part B application forms must be submitted to Ulster Wildlife no later than 12 noon on Friday 05th February 2021 by email to lcf@ulsterwildlife.org

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.

All projects must include a start date of not later than six months of application and to enable this must be in receipt of all necessary statutory consents/approvals and landowner consent (if required) at time of application.

Objects D and E projects must be completed within a two-year period and Object DA within a three-year period.

(If 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 e-mail helen.lorimer@ulsterwildlife.org for more information).

Stage 2

Applications will be assessed for:

- eligibility by the Council's Central Funding Unit,
- LCF eligibility by an Officer from Ulster Wildlife,

and then scored by Funding Unit Staff and an Officer from Ulster Wildlife.

Stage 3

Projects will be ranked based on score subject to achieving a minimum of 65% (as set out in the individual programme sheets) and presented to Causeway Coast and Glens Borough Council to approve allocation of funds. This allocation will be subject to satisfactory registration of projects with ENTRUST, the scheme regulator.

In the event of the fund being oversubscribed, two objective measures will be used for ranking applications:

- distance from the nearest of Craighullier Quarry or Craigmore Landfill Site; and
- level of match funding available.

Stage 4

Applicants will be informed of the Council's decision within 14 days of a full Council meeting and Ulster Wildlife will then proceed to seek registration of projects with ENTRUST.

Successful applicants must deliver a signed hard copy of their Part B application form to Ulster Wildlife's offices at McClelland House, 10 Heron Road, Belfast BT3 9LE prior to the registration process commencing and may be required to provide additional information to complete registration.

Please note that successful registration of projects is essential to complete the approval/allocation process.

Stage 5

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

Stage 6

Successful applicants return letter of offer (within one month) and must commence their project within three months of the letter of offer date.

5. Assessment and Scoring

How we assess and score your application.

Every application will be assessed for:

- compliance with ENTRUST and Council requirements as set out in the individual programme sheets before progressing to full assessment and scoring.

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

- capability of the applicant to deliver the proposal; and
- contribution to the LCF theme under which submitted.

See the individual programme sheets for full details of Assessment and Scoring.

This is a competitive fund and awards will be made based on highest scoring projects. In the event of a tie break situation, two objective measures will be used for ranking applications:

- distance from the nearest of Craigahullier Quarry or Craigmore Landfill Site; and
- level of match funding available.

6. Late applications

It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications received after the closing time/date 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. Claims Process and Procurement

ENTRUST require that where LCF monies are used to purchase goods and services over £5,000 in value, competitive tendering should be undertaken. Three quotes should be sought when the value is less than £5,000. 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 satisfactorily verified.

Data Protection Act

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Funding Unit holds personal information on an electronic management system and/or in hard copy for the purpose of administering Councils grants process in Causeway Coast and Glens Borough. As a public authority, Council takes your rights and freedoms seriously and will only release information when required under law or with your consent.

Further information about your rights, how to contact the Data Protection Officer and how long information is held or how we process any payments made can be found at:
<https://www.causewaycoastandglens.gov.uk/footer-information/privacy-statement>

Freedom of Information Act

- The Freedom of Information Act 2000 gives members of the public the right to request any information held by Causeway Coast and Glens Borough Council subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors.
- If information is requested under the Freedom of Information Act the Council will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at www.ico.gov.uk.

Name of Programme	Theme (i): PUBLIC AMENITY PROGRAMME	
Overview	<p>Organisations applying for funding from the Public Amenity Programme will have to demonstrate how their project:</p> <ul style="list-style-type: none"> - 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); and - Assists with furthering the Council's priorities of enhancing health and wellbeing and empowering local people to take ownership of projects in their community <p>For more details see Causeway Coast and Glens Borough Council's Council Strategy 2015-2019 available from the Council's website</p> <p>https://www.causewaycoastandglens.gov.uk/uploads/policies/Council_Strategy_-_Final.pdf</p>	
Special Conditions	<p>Funding for this programme is available through the Landfill Communities Fund (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</p> <p>See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or e mail helen.lorimer@ulsterwildlife.org for more information</p>	
Assessment and Scoring	Eligibility Criteria <i>(pass required on all statements to progress to full assessment and scoring)</i>	Pass/Fail
	<p>Compliance with ENTRUST and Council requirements for LCF Object D:</p> <ul style="list-style-type: none"> • project located within a ten mile radius (as the crow flies) of either Craighullier Quarry, 45 Craighullier Road, Portrush BT56 8NN or Craigmore Landfill Site, Craigmore Road, Garvagh, Coleraine BT52 5HF • project is for a single site or defined area owned by applicant or satisfactory access arrangements in place • amenity is for the direct benefit of the general public and can be accessed without unreasonable restriction and with reasonable access costs. Restrictions include availability only to specific user groups defined by age, sex, disability or race. • amenity must be available to the general public for a minimum of four evenings or two days a week or 104 days in any one year • costs directly relate to provision or improvement of the amenity and not management or administration. A detailed accurate budget must be included and show direct works and other eligible costs. Source of match funding clearly stated and in place • amenity must be run on a not-for-profit basis. Any income arising from LCF funded works (e.g. admission charges) must be treated appropriately as LCF derived income. This could include spending on the ongoing maintenance or operation of the amenity <p>Project is in receipt of all necessary planning and other consents including landowner approval if appropriate.</p>	

Criteria for full Assessment and Scoring <i>(all questions will be scored out of 5 and weightings applied as indicated)</i>		Score out of 5	Weight	Max Poss Score
Q1	Demonstrate a positive environmental impact (natural and social environment): <ul style="list-style-type: none"> • describe the area prior to the project starting and show how it will not have a negative impact on the natural environment • has information on how the amenity makes the environment more pleasant or comfortable been included • extent to which the amenity improves the aesthetic qualities of the area • are necessary planning and other consents identified and in place • will the proposed amenity result in improvements to a derelict or run down site • extent to which the amenity benefits the general public and meets the social needs in the area 		X 8	40
Q2	Ability, skills and experience of delivering a similar project demonstrated		X 4	20
Q3	High level of community involvement and support demonstrated: <ul style="list-style-type: none"> • description on how the proposed project meets an identified need in the community • how have local people been involved in the project through community consultation and or letters of support • extent to which volunteers will take ownership of the project and be engaged in its development • are satisfactory plans to promote the amenity in place 		X 8	40
Applicants must achieve a score in all three questions and overall achieve a minimum score of 65% to avail of funding. <i>In the event of the fund being oversubscribed, two additional objective measures will be used for ranking applications - distance of the project from the closest of Craigahullier Quarry or Craigmore Landfill Site and level of match funding available</i>				
Grant Amount	Up to 75% of total project costs to a maximum of £15,000 and minimum of £5,000			
Contact information for support	Applications may be discussed before submitting an application with: Helen Lorimer, Ulster Wildlife's Finance Officer - helen.lorimer@ulsterwildlife.org or telephone 028 9046 3133			

Annex 2

Name of the Programme	Theme (ii): BIODIVERSITY CONSERVATION AND ENHANCEMENT	
Overview	<p>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:</p> <ul style="list-style-type: none"> - The provision, conservation, restoration or enhancement of any of the natural habitats selected for local priority action namely - <i>coastal, grassland and farmland, marine, peatland and heathland, urban, woodland and wetland</i>; or - The conservation of a species in its natural habitat, on land or in water selected for local priority action namely - <i>harbour porpoise, swift, barn owl, yellowhammer, otter, fish (Atlantic salmon and brown trout), scarce crimson and gold, red squirrel, bumblebee and bats</i> <p><i>For more details see Causeway Coast and Glens Borough Council's LBAP available from the Council's website</i> https://www.causewaycoastandglens.gov.uk/uploads/general/Causeway_Coast_Glens_Council_BC_LBAP_27.02.13.pdf</p>	
Special Conditions	<p>Funding for this programme is available through the Landfill Communities Fund (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</p> <p>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</p> <p><i>See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or e mail helen.lorimer@ulsterwildlife.org for more information</i></p>	
Assessment and Scoring	Eligibility Criteria <i>(pass required on all statements to progress to full assessment and scoring)</i>	Pass/Fail
	<p>Compliance with ENTRUST and Council requirements for LCF Object DA</p> <ul style="list-style-type: none"> • project located within a ten mile radius (as the crow flies) of either Craighullier Quarry, 45 Craighullier Road, Portrush BT56 8NN or Craigmere Landfill Site, Craigmere Road, Garvagh, Coleraine BT52 5HF • project at a single site or if multiple, satisfactory connection demonstrated • project site(s) owned by applicant or satisfactory access arrangements in place • species or habitat naturally occurs at project site • costs solely relate to the conservation of the species or habitat. A detailed accurate budget must be included showing direct works and other eligible costs. Source of match funding clearly stated and in place <p>Project is in receipt of all necessary planning and other consents including landowner approval if appropriate</p>	

Criteria for full Assessment and Scoring <i>(all questions will be scored out of 5 and weightings applied as indicated)</i>		Score out of 5	Weight	Max Poss Score
Q1	Demonstrate a positive environmental impact (natural environment) <ul style="list-style-type: none"> NI priority species or habitat identified in the application. Any other species or habitat mentioned is the project site designated (e.g. ASSI) and/or if a priority species, is it red listed? is there a clear link between the habitat and or species mentioned in the application form to those listed in the Council's LBAP are necessary consents identified and in place assessment of the sites current biodiversity and value. How will the proposed project enhance and conserve the existing biodiversity of the site? Or in the case of biodiversity creation projects the new habitat is not being created to the detriment of another (e.g. destroying a meadow to develop a pond), and is appropriate for the site 		X 12	60
Q2	Ability, skills and experience of delivering a similar project demonstrated		X 4	20
Q3	Opportunities available to the general public to increase their knowledge of the habitat or species identified in the project clearly demonstrated		X 4	20
<p>Applicants must achieve a score in all three questions and overall achieve a minimum score of 65% to avail of funding</p> <p><i>In the event of the fund being oversubscribed, two additional objective measures will be used for ranking applications - distance of the project from the closest of Craigahullier Quarry or Craigmore Landfill Site and level of match funding available</i></p>				
Grant Amount	Up to 75% of total project costs to a maximum of £15,000 and minimum of £5,000			
Contact information for applicant support purpose	<p>Applications may be discussed before submitting an application with:</p> <p>Rachel Bain, the Council's Biodiversity Officer – rachel.bain@causewaycoastandglens.gov.uk or Tel. 028 7034 7272 Mob. 07738 340799</p> <p>Helen Lorimer, Ulster Wildlife's Finance Officer (LCF eligibility) - helen.lorimer@ulsterwildlife.org or telephone 028 9046 3133</p>			

Annex 3

Name of the Programme	Theme (iii): RESTORATION PROGRAMME	
Overview	<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; and - protects the built environment in which we live and empowers local people to take ownership of projects in their community <p>For more details see Causeway Coast and Glens Borough Council's Council Strategy 2015-2019 available from the Council's website https://www.causewaycoastandglens.gov.uk/uploads/policies/Council_Strategy_-_Final.pdf</p>	
Special Conditions	<p>Funding for this programme is available through the Landfill Communities Fund (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.</p> <p>See the Environmental Body (EB) Guidance Manual available at www.entrust.org.uk or e mail helen.lorimer@ulsterwildlife.org for more information</p>	
Assessment and Scoring	Eligibility Criteria <i>(pass required on all statements to progress to full assessment and scoring)</i>	Pass/Fail
	<p>Compliance with ENTRUST and Council requirements for LCF Object E</p> <ul style="list-style-type: none"> • project located within a ten mile radius (as the crow flies) of either Craigahullier Quarry, 45 Craigahullier Road, Portrush BT56 8NN or Craigmore Landfill Site, Craigmore Road, Garvagh, Coleraine BT52 5HF • owned by project applicant or satisfactory access arrangements in place • a place of worship, have listed building status or is considered to be of architectural or historical interest (works to private residences are excluded) • open and accessible to the general public for a similar amount of time as would be expected from similar buildings or structures (e.g. a place of religious worship would be expected to be open for worship on its primary day of worship) • costs are for repair, restoration or maintenance and not for new works or predominately new works (e.g. an extension). A detailed accurate budget must be included for direct works and other eligible costs. Source of match funding clearly stated and in place • must be run on a not-for-profit basis. Any income arising from LCF funded works (e.g. admission charges) must be treated appropriately as LCF derived income. This could include spending on the ongoing maintenance or operation of the amenity <p>Project is in receipt of all necessary planning and other consents including landowner approval if appropriate</p>	

Criteria for full Assessment and Scoring <i>(all questions will be scored out of 5 and weightings applied as indicated)</i>		Score out of 5	Weight	Max Poss Score
Q1	Demonstrate a positive environmental impact (built environment): <ul style="list-style-type: none"> • is the building listed or has historical or architectural interest been demonstrated • has a description of how physical works that will be carried out will repair, restore or maintain building or structure been included • are necessary planning and other consents identified and in place • will proposed works make changes resulting in improved energy efficiency • will proposed works result in the improvements to a derelict or run down site • is the building or structure of value in promoting CCGBC's tourism offer • how will the restoration ensure prior to commencement, that it will not have a negative impact on the natural environment, e.g. protection of bat roosts, swift nests, etc? (measures can be put in place to protect these and still allow the works to happen) 		X 12	60
Q2	Ability, skills and experience of delivering a similar project demonstrated		X 4	20
Q3	High level of community involvement and support demonstrated: <ul style="list-style-type: none"> • How have local people been involved in the project through community consultation and or letters of support • Extent to which volunteers will take ownership of the project and be engaged in its development 		X 4	20
<p>Applicants must achieve a score in all three questions and overall achieve a minimum score of 65% to avail of funding</p> <p><i>In the event of the fund being oversubscribed, two additional objective measures will be used for ranking applications - distance of the project from the closest of Craigahullier Quarry or Craigmore Landfill Site and level of match funding available</i></p>				
Grant Amount	Up to 75% of total project costs to a maximum of £15,000 and minimum of £5,000			
Contact information for applicant support purpose	Applications may be discussed before submitting an application with: Helen Lorimer, Ulster Wildlife's Finance Officer - helen.lorimer@ulsterwildlife.org or telephone 028 9046 3133			