

OVERVIEW OF LANDFILL TAX CREDITS SCHEME (LTCS)

RSWT

Biffa Award is managed by the Royal Society of Wildlife Trusts. As well as operating as an umbrella group for the 46 local Wildlife Trusts that have been formed across the UK, RSWT has a dedicated grants team that manages several different funds, covering broad environmental themes. The team does this on behalf of organisations, such as Biffa Group Limited, European Union, The Peoples Postcode Lottery, Big Lottery Fund and Network Rail.

ENTRUST and Environmental Body

Biffa Award's money comes from landfill tax credits, reclaimed from the Government through the Landfill Communities Fund (LCF). The LCF regulator, ENTRUST, ensures that landfill tax credits are awarded and managed according to the Government's regulations. To be able to be awarded, and receive landfill tax credits, applicant organisations must enrol with ENTRUST as an Environmental Body (EB). A small administration fee is payable to ENTRUST for this. Biffa Award requires all grantees under its Partnership Grants Scheme to enrol as an EB, and also register the project for which funding is sought, to ensure organisational and project compliancy. Confirmation of these registrations will be required as a condition of any grant offered after Biffa Award Board approval. For further information on registration, please access the ENTRUST [website](#) or call the helpline on 01926 488300.

Third Party Contributor

Under LCF regulations, only 90 per cent of a grant can be paid by us using landfill tax credits. The remaining 10 per cent needs to come from another source. Therefore, you need to find someone (an individual or another organisation) who is willing to contribute the remaining 10 per cent. This cannot come from your organisation's own funds or general reserves. The 10 per cent is then paid to Biffa Group Limited, which allows us to release 100 per cent of the grant to you. Third Party Contributions are completely separate from match funding. Further details about this can be found on the ENTRUST [website](#).

PARTNERSHIP GRANTS SCHEME GUIDANCE NOTES

These notes provide an explanation to the overall Partnership Grants Scheme. There is useful text throughout the application form which is designed to help you answer the questions. Before making an application, we advise that you take time to read these guidance notes fully, taking care to ensure that your project meets our criteria. An application will not be processed without all the required information; incomplete applications will be returned to the applicant and put on hold until all information has been received.

The Board expects that a project should be in a position to start work as soon as possible, once a Formal Offer Agreement has been issued.

ELIGIBILITY

Biffa Award's Partnership Grants Scheme is aimed at organisations that need funding to improve either the built or natural environment which is of regional or national significance. We provide funding for site based capital expenditure to create or improve an amenity or habitat for biodiversity. Between £250,000 and £750,000 can be awarded for projects that are within 15 miles of a significant Biffa Group Limited operation or active Biffa Landfill site. In addition, all projects must also be within 10 miles of a landfill site (not necessarily owned by Biffa Group Limited) in England and Northern Ireland. All projects must fit within one of the two themes listed below.

In common with most funders, Biffa Award receives far more applications than we are able to fund. We strongly recommend that you only apply when the project is in a position to start quickly. We may give preference to projects where Biffa Award is the majority funder, or projects that have already secured any match funding needed to deliver the project. The Board may delay a decision or reject the application outright if it feels that an application is premature.

Please note that it is unlikely the Board will consider applications for projects on site that have received Biffa Award funding in the last 10 years.

We require that a project can start and make their first financial claim within three months of being issued a Formal Offer Agreement. All projects are expected to complete and submit their final claim within one year of receiving a Formal Offer Agreement. Extensions may be offered at the discretion of the Board.

We do not fund:

The following list is not exhaustive but contains important details about what we do not fund. We strongly advise that you check that your project meets our criteria and is eligible for funding **before** you send in your application.

- Individuals, profit-making or local government organisations (including Community Councils) and organisations that are not able to register as an Environmental Body with the regulator ENTRUST (please visit the ENTRUST website for details on eligibility www.entrust.org.uk or call the helpline on 01926 488 300)
- Projects on sites that are owned and or maintained by borough, county, city, district, parish or town councils, unless a formal lease, with a minimum term of no less than 25 years, is formally in place with the applicant
- Projects where no formal lease in place
- Projects with less than 25 years remaining on a formal lease
- Projects more than 15 miles from a significant Biffa Group Limited operation or Biffa Group Limited landfill site
- Projects more than 10 miles from a licensed landfill site (owned by any company)
- Core costs of an organisation, office equipment and furniture or, elements that directly benefit staff
- Improvements to car parks, offices or services
- Alterations to buildings in order to meet Disability Discrimination Act requirements
- Items of personal kit or equipment, e.g. sports shirts, cricket gloves
- Portable items that will not be permanently kept at the address listed as your project location
- Projects in school buildings or on school grounds, on the premises of hospitals, hospices, medical centres, day-care centres, charity offices, or for allotments
- Sports related projects e.g. floodlighting, pitches, changing rooms, cricket nets
- Projects which are for fencing
- Events, excursions, CDs and websites, publications and marketing materials
- Church fabric repairs, e.g. to bell towers and church spires
- Storage containers
- Feasibility studies, tender costs, building consents or recruitment costs
- Enhancement of town or village centres, e.g. signage, seating, dog waste bins and seasonal bulbs
- Energy saving or green technology based projects which have a derived income, e.g. solar panels
- Retrospective funding – work that has already taken place before any grant has been awarded

If necessary, we may revise the amount of funding available and make changes to our published criteria, as well as updating the list of significant Biffa operations. As soon as any changes are known, we will post them on our website and other social media platforms or be in touch with you directly if you have an application that is being considered by us. Where possible we aim to give three months' notice about any changes.

THEMES

Built Environment

The Built Environment theme aims to restore, modernise and improve facilities such as cultural, heritage or visitor centres.

These facilities should aim to educate and engage the public, as well as providing and encouraging community enjoyment and involvement. Projects are expected to be of national or regional significance and make a significant impact on the quality of life within the specified area. It might be a theatre, gallery, museum, concert hall, arts or heritage centre, lighthouse, windmill etc, open to the public for published periods each year (minimum of 104 days) and attracting tourists or day visitors. The facility should be inclusive and inspire and promote learning, creativity and participation. It should offer the widest, most appropriate forms of access to the project site, collections, expertise and facilities, whilst overcoming physical, intellectual, cultural and financial barriers its visitors may have. Preference will be given to projects that demonstrate a strong element of public access or inclusion, such as volunteer involvement.

Projects that fall within this description will be registered by ENTRUST under category D.

Examples of previously funded Built Environment projects include the Biffa Award [Welcome Building](#) at Westonbirt Arboretum; [Experiment Zone](#) within the International Centre for Life; and state of the art [Biffa Award Land Speed Record Exhibition](#) at Coventry Transport Museum.

Natural Environment

The Natural Environment theme aims to restore or improve the natural environment; land purchase may be considered in some circumstances. Projects must be working to [Biodiversity 2020](#): A strategy for England's Wildlife and ecosystem services Section 3; its successor, as agreed in the 25 year plan; or a Local Biodiversity Action Plan target. Research will not be funded.

The theme supports a variety of living things and includes all species of plants and animals and the natural systems (or habitats) that support them. It is important that they are protected and that the environment can adapt to threats such as climate change. We will ask you to submit a list of habitat types and species being conserved or protected through project delivery. If considered, projects invited forward for land purchase must be able to demonstrate the benefits to biodiversity as well as other previously mentioned considerations defined above, including legal stipulations and value for money. Projects which fall within this description will be registered under the ENTRUST category DA.

We will give preference to projects under this theme that have a strong element of public access or inclusion, such as volunteer involvement.

Examples of previously funded projects include [Working Wetlands](#), delivered by Devon Wildlife Trust; [Bare and Eroding Peat Project](#) delivered by The Friend of the North Pennines AONB; and the [Scottish Beaver Trial](#) delivered by Scottish Wildlife Trust.

WHAT WE LOOK FOR IN AN APPLICATION

Please be concise and provide as much relevant detail as you can for all sections, working within any word limits.

A project specific business plan (or management plan for Rebuilding Biodiversity applications) must be submitted with **all** project applications and should include:

- objectives
- targets
- tangible outputs
- marketing plan/dissemination
- evaluation processes
- timescales
- full budget, specifications and costings
- plans for monitoring the project during and after the period of funding
- a summary of your organisation's track record of delivering similar projects
- future management plan

Please note that in addition to providing your business plan, you must also produce a short film (5 minutes max) with your full application outlining the project idea, the changes you wish to make, the expected outcome post completion and what makes your project stand out from the rest!

Creativity, innovation and sustainability

We want to see exciting, innovative and creative solutions incorporated into your project ideas. Your application should outline how you intend to ensure the project is sustainable following completion. It is essential that you outline how you will maintain, publicise and develop the project following completion of the project.

Established Need – Built Environment

We like to see evidence of wider community consultation and involvement in an application. This could be in the form of letters of support, evidence from an open day, questionnaire or development plan. The evidence should include consultation and analysis of the results as well as priorities for improvement. The community involvement should be widespread and include the full diversity of possible beneficiaries. Providing evidence of how you have investigated the needs of the people, who will benefit from the project, will make your application stronger.

Established Need – Natural Environment

A site survey and management plan, photos of the site's condition and a clear rationale for the habitat management techniques, employed to fulfil the project's aim and outcomes, should be outlined. The project should meet with Biodiversity 2020: A strategy for England's Wildlife and ecosystem services Section 3; its successor, as agreed in the 25 year plan; or a Local Biodiversity Action Plan target. All projects must report into its Local Environmental Centre.

Where applicable, we would like to see how you have established the needs of the people who will benefit from the project and provide details of any community consultation carried out. This could be in the form of letters of support, evidence from an open day, questionnaire or development plan. The evidence should include consultation and analysis of the results as well as priorities for improvement in the community. The community involvement should be widespread and include the full diversity of possible beneficiaries.

IF SUCCESSFUL...

We would love to receive photos, videos, social media posts and any other communication about how your project is progressing. Sending us regular updates of your progress will keep us informed and allow us to maximise any publicity opportunities, as well as help with any hurdles that you come across along the way. Once you have completed your project we will ask you to send a short film about your completed project (no more than 5 minutes), showcasing what we have funded and the difference it has made to your community or environment.

Your Formal Offer Agreement will set out a timescale for claiming your grant. If for any reason you are unable to meet this timescale, or your project delivery is delayed, please keep us informed.

One condition of the grant will be to acknowledge Biffa Award on the project site, we also expect to see our funding celebrated creatively and widely promoted. Previous recognition has included tree planting days, official opening ceremonies (attended by members of the Biffa Award Board and other dignitaries), digital marketing and inclusion on your website, Biffa Award plaques, banners or including our logo on your own interpretation or signage boards. Our media team will be in touch to discuss brand recognition in more details once your project gets underway. Please note that you will need to obtain our permission before publishing anything that uses our logo. It is expected that at least one Biffa Award plaque is permanently displayed at the project site.

SUBMITTING YOUR APPLICATION

- Ensure that you have answered all the application questions
- Your answers must be within any stated word limit
- Answer all questions in full, do not simply refer to a business plan or another section within the supporting documentation

Expression of Interest Applications

We will give you a decision within three weeks of submitting your Expression of Interest application. If successful, you will be invited to submit a Full Stage Application, which must be received by us within the timescale provided, on our Invitation to Full Application email. Your application will then be assessed and considered at a Board meeting – dates will be published. Please bear in mind that we continue to receive a large number of eligible applications and competition for funds is very fierce.

Full Application Supporting Information

Ensure that you have read the checklist below and provide all supporting documentation required.

You must provide the following information as part of your application. These documents (size limit for each attachment is 15mb), should be uploaded to your application form. Please note that your project application may be rejected if it does not meet the Biffa Award first stage checks.

All full stage applications must include:

- A video (5 minutes max) outlining the project idea, the changes you wish to make, the expected outcome post completion and what makes your project stand out from the rest, submitted by WeTransfer to: biffa-award@wildlifetrusts.org
- Your organisation's **signed** constitution/governing document
- **Signed** copies of your organisation's accounts for the last two financial years
- Letters of support from existing and regular users and groups
- Letters of intent from community groups expressing their wish to use the facilities upon completion of the project (Built Environment theme)
- A copy of your organisation's environmental policy
- Detailed and project relevant photographs to evidence need
- Three recent quotations for any single item/works costing more than £1,000
- Proof that match funding applications have been or will imminently be submitted
- A milestone and payment schedule for the project
- A copy of your planning permission approval documentation
- If you are using the services of a fronting environmental body, a letter from them agreeing to do so
- **Formally signed** lease or landowner agreements (minimum 25 years) for the land or buildings where the project will take place
- At least three recent and signed letters of support from direct beneficiaries and any wider partnership organisations involved in the project
- Further evidence of community consultation i.e. results of other consultations or surveys
- Schedule of visitors/occupancy to include any existing regular groups using the facility, average user numbers/visitors
- Site plans or drawings of the facility
- A five year forward plan, outlining the financial sustainability and maintenance plans for the project

Natural Environment applications must also provide:

- Copies of all formal landowner agreements agreeing to access for a minimum of 25 years post completion of the project
- Signed headed letter of support from your lead partner
- Management plan for the site/s
- Job descriptions for any posts to be funded

The following information is not mandatory at application stage but will be required as a condition of your grant if you are successful.

- Your organisation's Entrust Environmental Body registration document and certificate
- Entrust project detail submission
- Entrust project registration confirmation letter
- Proof of match funding

STEP BY STEP GUIDE AND TIMESCALES

1. Submit your completed online Expression of Interest Form.



2. Your Expression of Interest will be acknowledged automatically upon submission. You will be informed, by email, within three weeks if you have been invited to submit a Full Application.



3. Submit your completed Full Application form, with supporting information on or before the deadline date shown on your invitation email or any subsequent correspondence from us.



4. Your application will be acknowledged automatically upon submission. First stage checks will be completed by the grants team. If the application has passed all checks, a Grants Officer will be assigned to assess your project and will contact you if any further information is required.



5. Your application will be considered at one of two Biffa Award Board meetings. Dependant on the time of submission, it could take up to six months for a decision. We will let you know of the Board's decision within 14 working days of the meeting. If successful, you will be sent a Conditional Offer Letter.



6. You will have a maximum of two months to meet all conditions set out in the Conditional Offer Letter. Once all conditions have been met, a Formal Offer Agreement will be sent to you.



7. You must submit your first Claim Report Form, with supporting invoices, evidence of defrayed expenditure and photographs of project progress within three months of formal offer. All payments are made in arrears.
ALL projects must provide evidence of defrayed expenditure before any further payments can be released if the evidence is not provided with the submitted claim.



8. Upon completion of your project, you will need to send an End of Grant Claim Report Form, supporting invoices, evidence of expenditure, completed customer care survey, a project video and photographs of the completed works, any assets that have been funded and the Biffa Award plaque or logo in place.