



# Landfill Disposals Tax Communities Scheme

## Mobilising and supporting action for the benefit of communities and the environment

This guide is designed to help applicants understand more about the Landfill Disposals Tax Communities Scheme including who can apply for funding, what kinds of project we are able to fund, and what is required from applicants.

Specific guidance relating to the individual application questions will be included within the eTenderWales application form.

Specific queries about a particular project idea can be answered by scheme advisors, although please read this guidance.



Version 1 – April 2018

(Please email [LDTgrants@wcva.org.uk](mailto:LDTgrants@wcva.org.uk) if you would like to be notified of new version releases)

## **Introducing the Landfill Disposals Tax Communities Scheme in Wales**

In April 2018 the collection of landfill tax was devolved to Wales. £1.5million per annum has been allocated to the scheme and will be used to fund initiatives within the communities affected by proximity to a landfill site or waste transfer station. The grant fund will launch for applications on 30 April 2018.

The LDT Communities Scheme is the successor to the Landfill Communities Fund (LCF) in Wales. Projects will continue to benefit from any LCF support awarded before 31 March 2018. There is a two year transitional period to enable LCF projects in Wales to be completed and for all remaining LCF in Wales to be spent. The transitional period runs from 1 April 2018 to 31 March 2020.

The scheme will support local community and environmental projects in areas affected by the disposal of waste to landfill.

Key changes under the new scheme include the fact that the fund is now open to applicants from any sector. The eligibility criteria have been widened to include project applications for activity taking place within a 5 mile radius of waste treatment and transfer stations in addition to those within a 5 mile radius of landfill sites.

### **General principles**

The new scheme will be underpinned by a set of general principles, which will provide a framework to shape the operational delivery of the scheme. The general principles have been developed with stakeholders during events held in winter 2015-16. The LDT Communities Scheme will seek to:

#### **Improve quality of place**

- Promote positive environmental behaviours
- Offset the negative impacts on communities affected by the disposal of material as waste to landfill
- Enhance existing spaces, both open space and physical space

#### **Deliver wider community benefits**

- Support community participation - volunteering, skills development etc.
- Promote and maintain good relationships between landfill site operators, communities and the distributive body
- Support sustainable projects that do not rely on continuous funding

#### **Maximise the amount of money that reaches initiatives**

- Maintain a cost effective administrative model
- Make funding accessible by providing clear and understandable objectives and a straightforward application process

## 1. Who can access the fund?

The fund is open to project applications from all sectors including public, private and voluntary/third sector organisations. All projects will clearly need to demonstrate the benefit to the community within which they take place, both through the design and the delivery of the project. The geographical focus of the scheme is 5 miles around a landfill site (until taxable disposals have completed) and 5 miles around a transfer station which sends a minimum of 2,000 tonnes of waste to landfill each year. This approach seeks to recognise those communities most affected by the disposal of waste to landfill.

Before applying to the fund, it is important that applicants check whether their proposed activity falls within an eligible area. If part of your project falls outside the 5 mile radius then it may still be eligible for partial funding if you can demonstrate that the community that it will benefit (eg volunteers, visitors or beneficiaries) does fall within the 5 mile radius.

Biodiversity projects that extend outside of the 5 mile radius will be considered, as the scheme recognises that habitats (such as rivers) do not recognise boundaries and that benefits may be felt in areas other than, or in addition to, the area in which project activity takes place. Applications submitted that fall into this category will be considered on a case by case basis for full or partial funding (see sections 3 and 6 for more detail on eligibility), based on merit.

## 2. Pre-application checklist

Before applying to the fund, please check that you can supply the following with your application:

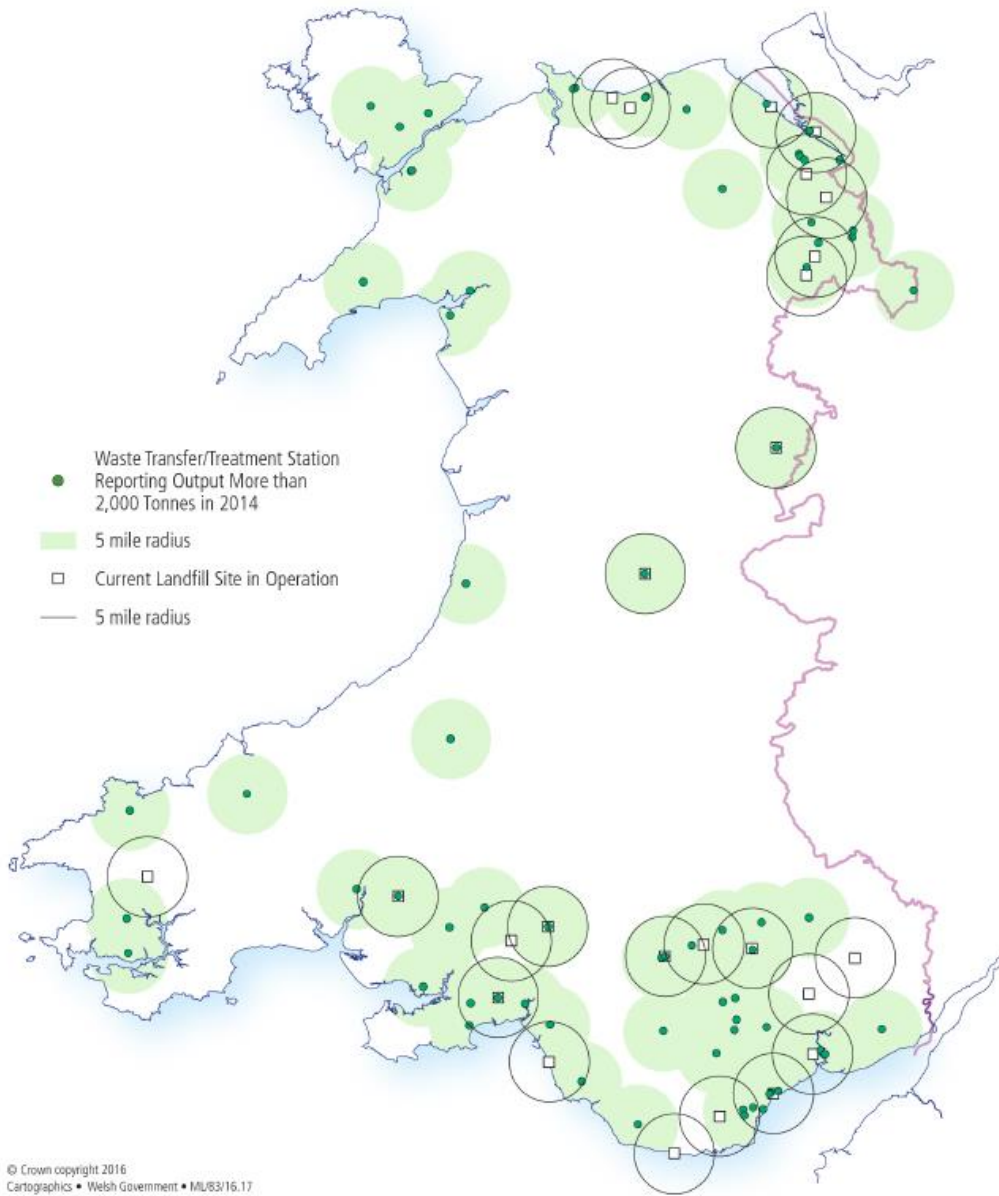
- Signed constitution/governing documents for your organisation (your local [county voluntary council](#) can help you with this if you are a recently formed group)
  - The relevant permissions for activity to take place, see section on land leases and agreements
  - Signed copies of your organisation's most recent financial statements or audited annual accounts
  - A copy of your organisation's Environmental Policy
  - A copy of your organisation's Equal Opportunities Policy
- Proof of match funding – if your project will use funding from multiple sources, successful applicants will need to provide confirmation of match funding before the first grant payment is released

### 3. Eligible areas

The map below shows the waste transfer/treatment stations and current landfill sites that the scheme is working with for 2018-19. Projects operating within the green circled area surrounding these sites are eligible to apply for funding. A more detailed eligibility check function will be available on WCVA's website on the Landfill Tax Disposals Tax Community Scheme webpages.

## WALES

### Waste Transfer/Treatment Stations & Current Landfill Sites



#### **4. What type of projects will be funded?**

The fund will be open to any organisation for projects focusing on one or more of the following themes:

##### **4.1 Biodiversity** - create Resilient Ecological Networks for the benefit of a range of habitats and species.

- Improve conditions to help native species, pollinators and provide opportunities for new planting
- Restore, maintain and enhance natural habitats
- Engage and support participation and understanding to embed biodiversity

##### **4.2 Waste Minimisation and the Diversion of Waste from Landfill** - promote awareness and best practice to reduce the amount of waste produced

- Encourage prevention, re-use, recovery and recycling of waste
- Reduce food waste and support initiatives such as composting
- Engage and support understanding to enable waste to be seen as a resource

##### **4.3 Wider Environmental Enhancements** - bring wider community benefit through improving quality of place.

- Create community green spaces and supporting green infrastructure
- Bring neglected and run-down areas back into community use
- Maintain or improve community facilities, for example community halls.

#### **5. Community Benefit**

All projects will need to demonstrate through their application how the project will benefit the community within the eligible area. Community engagement, involvement and support should be demonstrated. This could be by survey results, letters of support, quotes from community members, the involvement of the community in project delivery, etc.

#### **6. Applicants will need to ensure that their project/organisation meets the following criteria:**

The activity must:

- contribute to one or more of the LDT Scheme's three themes
- take place within a 5 mile radius of an eligible Landfill site or Waste Transfer/Treatment Station. Biodiversity projects applying with some activity taking place outside of the 5 mile radius will be looked at on a case by case basis - contact [ldtgrants@wcva.org.uk](mailto:ldtgrants@wcva.org.uk) with any pre-application queries

The applicant must:

- be a constituted group or organisation and be able to supply copies of governing documents
- have the relevant land permissions, if applicable
- have a bank account (no grant payments will be made to the bank accounts of individuals)

#### **What the LDT Scheme will not fund:**

- Projects that have already started
- Purchase of land or buildings
- Projects on land or a facility that is not accessible to the community within which it is located
- Regulatory bodies
- Street scene improvements, eg signage, car parks
- Renewable energy projects that access feed in tariffs, eg solar panels
- Activities that generate profit or could be considered to be part of normal operations unless additional environmental and community benefit can be demonstrated
- Buildings or premises maintenance or improvements that do not also improve resource efficiency or biodiversity value
- Buildings or premises used solely by sports clubs or faith groups that are not also used for community activities
- Buildings or premises that do not have reasonable public access, unless this would be inappropriate (eg refuges)
- NB: Applications from public bodies for activities that fall within their statutory responsibilities under the Environmental Protection Act 1990 or the Waste (Wales) Measure 2010 will not be considered.

## **7. How will the fund work?**

### **7.1 Main grants:**

The Fund will offer main grants of £5,000 to £49,999 for projects that meet one or more of the scheme's three themes. There will be two opportunities to apply, once in Spring and once in Autumn. There will be a one-stage application process for these grants, with detailed guidance and sources of support published on the LDT Communities Scheme website. Decisions will be announced approximately 12 weeks after the grant submission deadline. Projects funded in 2018-19 can run for a minimum of 6 to a maximum of 36 months.

## **7.2 Larger grant:**

The Fund will also award one larger grant each year for projects of national significance. This 'nationally significant' grant will be from £50,000 up to £250,000 for a project that meets two or more of the Scheme's themes. There will be a two-stage application process for these applications. Applications can be submitted on the same form as the main grants for the first stage. Further details from the shortlisted highest scoring applications will then be requested before a final decision is made. There will be an opportunity to apply for this larger funding stream each year.

## **7.3 Match funding:**

Match funding for the scheme is not required and the scheme can support 100% of project costs. Although match funding is not a specific requirement of the scheme, it can be used to support wider projects in conjunction with other sources of funding.

In-kind match funding can be included into your project profile: examples of this may include the provision of works, goods, materials or services donated to the project by another provider.

Volunteer hours may also be included into the project profile. The notional volunteer rates for different project roles undertaken are obtained from the UK Annual Survey of Hours and Earnings (ASHE). More information on the hourly rates can be found within the Project Profile document as part of the LDTCS application form. The minimum volunteer rate will be set at the living wage rate.

## **8. Application process:**

Applications will be made through an online grant portal – eTenderWales. There will be guidance and support to help walk you through this process and if you submit your application at least two weeks before the grant deadline, we will review the application for eligibility and let you know of any problems so that these can be addressed. We strongly encourage applicants to take advantage of this eligibility review service. The pre-submission review will only review your project's basic eligibility and supporting documents.

### **8.1 Registering with eTenderWales**

In order to apply to LDTCS, you will need to register with eTenderWales. If you have previously registered with eTenderWales, you can log in by entering your username and password on the home screen. Organisations can register by visiting the website: <https://etenderwales.bravosolution.co.uk/home.html>

eTender Wales is Welsh Government's online application portal. There is a support service available via bravosolution; telephone and email contact details for this support service are available on the eTenderWales homepage. Once you have an account set up with eTenderWales, you will be able to access other funding opportunities advertised in Wales along with the LDTCS.

Using eTender Wales enables you to submit your online application in a secure environment.

## **9. Decision making process**

Once the application deadline has passed, the following process will be undertaken:

1. Applications assessed for eligibility by WCVA
2. Applications distributed to the relevant county voluntary councils for assessment
3. Application assessments quality checked by WCVA
4. Applications submitted to the LDTCS advisory panel for comments
5. LDTCS panel meeting for final decision making on funding
6. Projects will be notified of the outcome of their application within 12 weeks of the closing date
7. Successful projects will be issued with a grant award letter or notified of any conditions to their grant award
8. Unsuccessful applicants will be notified and feedback will be given upon request

## **10. Payment of grants**

Grants to successful applicants will either be paid in advance or in 6-monthly instalments, depending on the size of the grant and the circumstances of the lead organisation. Applicants will not be able to reapply to the Fund during the time that their project is running, unless it is to fund a different project in another location or for undertaking a different set of activities. Monitoring reports will be required every six months through an online reporting system. Successful projects will receive support and guidance about how to use the system as part of their grant offer. No grant payments will be made to an individual's bank account.

## **11. Land leases and agreements**

If a project's activity is going to take place on land that is not owned by the project group, there must be a letter of support from the landowner confirming agreement to the project activities.

If the project will involve alterations to the land or capital expenditure in any way – eg erecting interpretation boards, creating a pond, planting trees – then we require the group to obtain either a lease on the land or a license agreement with the landowner. This is to ensure that the project outputs are protected and will not be in danger of being damaged.

We advise applicants to obtain a lease or license agreement for a minimum of 10 years and preferably as long a duration as possible.

If it is not possible to secure a lease or licence on the land then, depending on the scale of the project, we may accept a letter from the landowner giving permission for activities. This letter must state that there are no plans to develop the land or invoke any kind of change of use to the land that would harm the project outputs for a minimum of 10 years.

If applicants have:

- a lease with less than 10 years remaining;
- a licence that is renewed annually;
- any other land agreement with less than 10 years remaining or with an unspecified duration;

This must also be accompanied by a letter from the landowner confirming that there will be no foreseeable threat to the project outputs for 10 years.



## Project targets guidance for applicants

The applicant will identify which one of the following three themes their project fits into, within the eTenderWales application form and through the targets they input into the project profile.

As well as fitting in with one of these themes, the applicant will need to set out realistic targets in relations to general project milestones and project milestones related to their thematic area.

As part of the eTenderWales application process, applicants will need to select which of the LDT Scheme's three themes their activities fall under. On their project profile, they will also need to set appropriate targets to help demonstrate the potential impact that they are expecting these activities to have.

The following guidance gives some context about how the scheme's themes have been chosen; information about monitoring requirements; and the general and theme-specific project milestones that applicants will be asked to measure.

### **All projects will be applied for under one of the following three themes:**

- **Biodiversity** - create Resilient Ecological Networks for the benefit of a range of habitats and species.
  - Improve conditions to help native species, pollinators and provide opportunities for new planting
  - Restore, maintain and enhance natural habitats
  - Engage and support participation and understanding to embed biodiversity
- 2. **Waste Minimisation and the Diversion of Waste from Landfill** - promote awareness and best practice to reduce the amount of waste produced
  - Encourage prevention, re-use, recovery and recycling of waste
  - Reduce food waste and support initiatives such as composting
  - Engage and support understanding to enable waste to be seen as a resource
- 3. **Wider Environmental Enhancements** - bring wider community benefit through improving quality of place.
  - Create community green spaces and supporting green infrastructure
  - Bring neglected and run-down areas back into community use
  - Maintain or improve community facilities, for example community halls.

If you're unsure about which theme your project fits into, you can contact your local CVC for support and guidance or alternatively, please email [LDTgrants@wcva.org.uk](mailto:LDTgrants@wcva.org.uk)

## 1. How have the LDT scheme's themes been chosen and how do they link to Welsh Government policy?

The LDT Scheme aims to help communities contribute towards Wales's [7 national well-being goals](#). These goals cover 4 essential pillars of well-being – environmental, economic, social and cultural – that need to be preserved and enhanced so that future generations can also enjoy a prosperous, healthy, equal, resilient and globally responsible Wales, with cohesive communities, vibrant culture and a thriving Welsh language.

If we are to achieve these goals, then the sustainability principle - of meeting the needs of today without compromising the ability of future generations to meet their needs also - needs to be followed.

One way that Wales is trying to do this is through its [Natural Resources Policy](#), which sets out 3 key priorities for action.

- Delivering nature-based solutions – working with nature to tackle social, economic or other problems in a way that supports our wildlife and ecosystems rather than depleting them. Often action in this category, eg planting street trees to improve air quality or improving water quality of a river, will have impacts at a local level but also at regional, national or global levels in terms of contributing to wider challenges such as biodiversity loss or climate change.
- Increasing renewable energy and resource efficiency – moving towards a more circular economy where we use fewer resources to provide the things we need, keep products or their component parts in use for as long as possible, and create less pollution and waste. Research suggests that the move to a circular economy in Wales could save the Welsh economy £2 billion and provide 30,000 new jobs.
- Taking a place-based approach – working collaboratively with communities at a local level to understand challenges and test out solutions. Communities are best placed to shape and understand local priorities and opportunities and to find practical solutions that bring the widest possible benefits.

The Scheme's 3 themes have been chosen to reflect these priorities, which in turn will help Wales make progress towards its well-being goals.

## 2. Will I need to talk about Welsh Government policy in my application?

The Scheme has been designed to fund projects that contribute to the priorities above. In most cases, if you can demonstrate that your project meets the criteria under the relevant theme and has appropriate levels of community involvement, we will not expect you to talk about policy. For more specialist or unusual projects, it may be helpful to refer to particular aspects of policy or any Action Plans or Strategies that your project is designed to meet, if you know about them.

### **3. What will I be asked to measure?**

In the application form you will be asked to set indicators and targets by which you can measure the success of your project. There is some information that we expect all projects to provide and to set targets for – for example numbers of volunteers involved and the numbers of people that you hope to reach. These are listed below as General Targets.

You will also be asked to measure certain things that are relevant to Biodiversity, Waste Minimisation or Wider Environmental Enhancement depending on which theme you apply under. These will be listed on the application form in a dropdown list. Not all project targets will be relevant to your project; you should select the ones that you will be able to measure, and which will best demonstrate the impact that you hope to have. These are listed below as Thematic Targets.

You will fill in both General and Thematic Targets as part of the application process within the Project Targets tab of the LDT Project Profile.

If you are successful in gaining funding, you will also be asked to measure the impact that your project activities have had on the well-being of local people (i.e. beneficiaries, residents, or volunteers) and whether they feel more satisfied with their local area as a place to live as a result of your project activity. The way that you will do this will be proportionate to the size and type of your project, ranging from simple before and after questionnaires or anecdotal reports to more complex surveys or studies.

### **4. Why is this information needed?**

The project targets that applicants select for their project will be monitored throughout the grant timeframe.

Collecting this information from grant recipients will help us to demonstrate the collective impact that the funding from the Scheme has made possible and the impact that it has had on the lives of people living closest to landfill or waste transfer sites. It will also help us demonstrate how collaborative community projects can contribute to the Natural Resources Policy and to Wales's wider well-being Goals to inspire and inform others.

#### ***Landfill Disposals Tax Communities Scheme project targets***

As explained, all projects will set their own targets, which must include at least 1 General Target and 1 Thematic Target. If your project is anticipated to meet targets from across more than one thematic area, please do include these into your project profile. Please include as many targets as apply, as this will help demonstrate the full variety potential impact of your activities.

## ***General targets***

Number of:

- Volunteers and beneficiaries engaged
- Talks/presentations/engagement events held
- Jobs created
- Jobs safeguarded
- Training or work experience opportunities offered
- Visitors attracted
- Followers on social media gained
- Income generated

Amount of:

- Greenhouse gas (GHG) emissions saved – instances of (for numerical reporting, instances, rather than measurements – you can state specific amounts in the application form and through monitoring):
- Projected cost savings

## ***Thematic targets***

### **Theme specific – 1. Biodiversity**

Number of initiatives to:

- Improve conditions to help native species, pollinators and provide opportunities for new planting
- Restore, maintain and enhance natural habitats
- Engage and support participation and understanding to embed biodiversity

Area of (for numerical reporting, instances, rather than measurements – you can state specific amounts in the application form and through monitoring):

- Invasive non-native species managed
- Pollinator-friendly planting created as part of a broader habitat management programme
- Woodland managed
- Landscape or catchment managed
- Specialist S7 habitat created, managed or enhanced
- Hedgerow planted or managed

Number of:

- Native trees planted
- S7 species targeted
- Records/ monitoring data shared
- Engagement events

## **Theme specific – 2. Waste Minimisation**

Number of initiatives to:

- Encourage prevention, re-use, recovery and recycling of waste
- Reduce food waste and support initiatives such as composting
- Engage and support understanding to enable waste to be seen as a resource

Number of:

- Tonnage diverted from landfill
- Amount (kg) reduced
- Amount (kg) reused
- Amount (kg) recycled
- Income generated
- People helped (and contribution to alleviation of food or material poverty if appropriate to measure)

## **Theme specific – 3. Wider Environmental Enhancement**

Number of initiatives to:

- Create and enhance community water and green spaces and supporting green infrastructure
- Bring neglected and run-down areas back into community use
- Maintain or improve community facilities, for example community halls.

Area of (for numerical reporting, instances, rather than measurements – you can state specific amounts in the application form and through monitoring):

- Green space created or enhanced
- Green roof or green walls created
- Green Flag Award received
- Cycle or walk ways created
- Pollinator friendly areas created
- Community growing areas created
- Invasive non-native species managed

Number of:

- Ponds and water courses managed and enhanced
- Native trees planted

Number of:

- Bags of waste collected
- Amount of waste diverted from landfill

- Area or Km of path/verges/ coastline cleaned
- Groups or people using new facilities
- Play / meeting/ outdoor classroom /created
- Heritage features conserved or enhanced

Number of:

- Resource-efficiency measures installed
- Renewable energy measures installed
- Renewable energy generated
- Facilities updated with nature-friendly alternatives

## **Further support and guidance**

For any further guidance please contact [LDTgrants@wcva.org.uk](mailto:LDTgrants@wcva.org.uk) or call WCVA's helpdesk on 0800 2888 329.

For support in developing your project please contact your local [County Voluntary Council](#).

For technical support with eTenderWales, please call the Bravo Solution helpdesk on 0800 069 8634

Useful resources relating to environmental projects can be found on the [Environet pages](#) of WCVA's website.