

Accessing the Landfill Disposals Tax Communities Scheme application form on eTenderWales

Registering on 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>

eTenderWales is Welsh Government's easy to use online application portal. There is support service available via Bravo Solution; telephone and email contact details for this support service are available on the eTender homepage.

View this short video for a tutorial on setting up an eTenderWales account for your organisation - <https://www.youtube.com/watch?v=NDZWM6Jek54&feature=youtu.be>
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 eTenderWales enables you to submit your online application in a secure environment.

Applications will be assessed as to how closely they meet the priorities of the LDT Communities Scheme along with evidence of need for project activities, local community support, the anticipated impact, sustainability, viability and value for money. Applicants will be notified of the outcome via email.

Accessing the application form on eTenderWales

Once registered and logged into the eTenderWales online portal you will need to follow the following steps to access the Landfill Disposals Tax Communities Scheme:

1. On the left-hand side of the screen you will see some icons, click on the 'sourcing' icon, shown as a handshake.
2. From here select 'PQQs' and then 'PQQs open to all suppliers'
3. This will bring up a list of all the PQQs (in this case the application form) available for completion currently. You will see that this list contains many PQQs.
4. Scroll the list to find the PQQ with the title Landfill Disposals Tax Communities Scheme Application Form/Wales for Africa Small Grants Application Form
5. Click on the entry once you have located it
6. This will open the basic information, click the green 'express interest' button in the top right-hand corner of the screen
7. You will then be prompted to confirm your interest. Click ok. By doing this you will then be able to access the PQQ (Application Form) from the main

dashboard of eTender when you are logged in. This is accessible from the 'Quick links' menu under 'My PQQs'.

This will allow you to:

- view and fill in the application,
- download any attachments
- send and receive messages to WCVA (the buyer)
- Submit your application form

If you have any trouble in accessing the PQQ (Application form) please call the Bravo Solution helpdesk for support 0800 069 8634 and they will be able to assist you in English or Welsh.