



# ENVIRONMENTAL PROJECTS AGENCY

Environmental Projects Agency Limited (EPAL)

## application form

### FOR EPAL USE ONLY

Date received .....

Date to Adv. Com. ....

EPAL Board .....

Percentage to total .....

CS % .....

**Please note: sections 1,2,7,8 and 9 MUST be completed in all cases. All relevant questions MUST be answered. DO NOT leave blank. Please make every effort to fill in this form CLEARLY, as this Application may be returned if any part is unreadable.**

## 1 applicant's details (mandatory)

**Project Title**

**Funding Requested**

£

- 1.1 Name of Organisation, and Trading name if different.
- 1.2 Contact name, position and address for correspondence.
- 1.3 Contact telephone number:  
facsimile number:  
e-mail address:
- 1.4 Constitution of the Organisation (e.g. Charity, Voluntary group, etc).
- 1.5 Registered Charity Number (if applicable).
- 1.6 Date on which the Organisation started activities.
- 1.7 Confirmation that the Organisation is non-profit making, and is not controlled by Landfill Operator or Local Authority. Yes / No
- 1.8 Are you an Enrolled Body within ENTRUST?  
(It is not essential to be enrolled with ENTRUST to be eligible for Landfill tax credit grants). Yes / No
- 1.9 If yes, please give the ENTRUST Registration Number.  
(Enclose copy of ENTRUST approval).
- 1.10 If no, do you intend to enroll? Yes / No
- 1.11 Do you have Professional Indemnity Insurance, and if so to what level?
- 1.12 Does your Organisation have an environmental policy?  
(Note: the term 'environment' does not exclusively refer to the 'natural' environment, but may include the physical, social or built environment). Yes / No
- 1.13 If yes, give brief details.



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## 2 *summary of project* (mandatory)

- 2.1 Brief description, including any relevant background history.
- 2.2 Location of project (you must include a copy of an ordnance survey map with location clearly marked).
- 2.3 Name of the nearest licenced landfill site in your locality.
- 2.4 Which of the approved objects detailed in Regulation 33 (2) of the Landfill Tax Regulations does the project satisfy? (See Guidance Note 1).
- 2.5 Details of the work for which the Grant is sought. If it is part of a larger programme please give supporting details.
- 2.6 Are there any funding priorities within the total project?
- 2.7 Outline the aims of the project including the community benefits (if any) and explain how these are evaluated.
- 2.8 Approximately how many people will benefit from this project?
- 2.9 Have you submitted any other applications for this project –  
under the Landfill Tax Credit Scheme Act for this project? **Yes / No**  
from any other source? **Yes / No**  
If yes, give details of grants applied for and with what success?
- 2.10 What funds have you raised yourself and what plans do you have to raise further sums?
- 2.11 Please confirm that the project to which the proposed funds are to be allocated will NOT be operated with a view to profit.
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### **3 only complete for site-based projects**

*Approved Objects (a) or (b) – See Guidance Note 1*

- 3.1 Description of Land. Please also enclose a site plan showing the boundaries.
- 3.2 Name and address of the Owner of the land on which the project is sited.
- 3.3 If you do not own the land, please give details of the lease agreement.
- 3.4 Is planning permission or any other form of consent required? if so, give details. You must supply copies of any notices, orders, consents or other authorisations. Please submit copies of any agreements made under section 106 of the Town and Country Planning Act 1990 in relation to the land.
- 3.5 What previous activity or operation has prevented, restricted use of or polluted the site, and when did it cease?
- 3.6 Name and address of person who carried out that activity.
- 3.7 Have you any corporate or contractual relationship with the above person? **Yes / No**
- 3.8 Are there any ways in which the owner or past user of the land can benefit from the proposed project and work carried out? **Yes / No**

### **4 only complete for research, education, collection and dissemination of information about waste management**

*Approved Object (c) – See Guidance Note 1*

- 4.1 Which of the following waste management practices will you encourage?
- |                             |                 |
|-----------------------------|-----------------|
| Waste minimisation.         | <b>Yes / No</b> |
| Waste recovery.             | <b>Yes / No</b> |
| Minimisation of pollution.  | <b>Yes / No</b> |
| Re-use of waste.            | <b>Yes / No</b> |
| Cleaning contaminated land. | <b>Yes / No</b> |
| Re-cycling.                 | <b>Yes / No</b> |
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4.2 Please provide project details for these activities including how much a practice is enabled or required to be more sustainable:

Research and development.

Education.

Collection and dissemination of information about waste management.

## 5 **only complete for public amenity projects**

*Approved Object (d) – See Guidance Note 1*

5.1 Does the project relate to a Public Park? Yes / No

5.2 If no, give details of another amenity.

5.3 You must submit a plan showing the location and boundaries of the project.

5.4 Please give details of planning consents, authorisations, agreements etc (note: copies required).

5.5 Name of Local Authority in whose jurisdiction the above and the landfill site fall and the address of the nearest licenced landfill site.

5.6 Details of how the project will be for the protection of the environment (note: the term 'environment' does not exclusively refer to the 'natural' environment, but may also include physical, social or built environments).

5.7 Please confirm that the the level of public access to the project is in excess of the current guidelines – see Guidance Note 4. Yes / No

5.8 Please supply a **complete licenced** Ordnance Survey map showing the location of the project and the nearest licenced landfill site (mark position of each clearly in **pencil**).

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## 6 *only complete for restoration and repair projects*

*Approved Object (e) – See Guidance Note 1*

- 6.1 Details of the works of maintenance, repair or restoration. Include nature of building, details of historic or architectural interest. Yes / No
- 6.2 Please supply a plan of the location of the building and the local landfill site. Enclosed / To follow
- 6.3 What planning permissions or other statutory Consents or Approvals are required? Give details.
- 6.4 Name of the Local Authority in whose jurisdiction the project is situated and the location of the nearest licenced landfill site.
- 6.5 Details of how the project will be for the protection of the environment (note: the term 'environment' does not exclusively refer to the 'natural' environment, but may also include physical, social or built environments).
- 6.6 Please supply a **complete licenced** Ordnance Survey map showing the location of the project and the nearest licenced landfill site (mark position of each clearly in **pencil**).
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## 7 *project management information* (mandatory)

- 7.1 What is the proposed project timetable, including the anticipated project start date? Please note that you must report to EPAL any delays to this timetable.
- 7.2 Who will carry out the activities and how will the best value for money be achieved?
- 7.3 Do you know of any similar project which has been carried out in the UK? If so, please give details. **Yes / No**
- 7.4 How will progress be monitored and controlled?
- 7.5 In what format and with what frequency will progress reports be made, and who will take control?
- 7.6 Is there a Project Business Plan? If there is, please provide a copy. If funding of more than £20,000 is sought a Business Plan will be required. **Yes / No**
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## 8 **funding** (mandatory)

- 8.1 Total cost of project and if possible the costs of separate parts.
- State if inclusive or exclusive of VAT. **Incl / Excl**
- 8.2 Amount of grant applied for from this fund.
- 8.3 If you expect to receive other match funding please give details and show how you propose to cover any shortfall.
- 8.4 In the event that third party funding is available to reimburse the Landfill operator (see Guidance Note 3), please provide details.
- 8.5 Please attach a full budget for the project. **Enclosed / To follow**
- 8.6 Please provide Bank Account details:
- Bank name
- Bank address
- Bank sort code
- Account name
- Account number
- 8.7 If funding is required for the purchase of land please provide full details. Please note that a 'claw-back' procedure will apply to these funds if they are used inappropriately.
- 8.8 What plans do you have to maintain the project once it has been completed? Give details including financial requirements.
- 8.9 Please provide details of any publicity EPAL can expect as a result of funding the project.
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## 9 **terms & conditions and agreement** (mandatory)

9.1 Environmental Projects Agency Limited (EPAL) is a non-profit making environmental body set up within the meaning of the Landfill Tax Regulations 1996 to provide administration and funding for environmental projects throughout the United Kingdom. Its enrolment number is 098176. This agreement is part of the steps that EPAL takes to ensure compliance with the requirements of the regulatory body, ENTRUST. It sets out the terms and conditions on which funding is provided for carrying out projects which have been approved by ENTRUST.

### 9.2 **Terms & conditions under which EPAL will provide funds for an ENTRUST-approved project ('the Project')**

9.2.1 Funding is made available under the following terms & conditions:

- (a) the funds must be
  - (i) spent on a project approved by ENTRUST in advance (evidence of approval is required if EPAL has not itself obtained approval for the Project);
  - (ii) allocated to the Project within one year of donations by EPAL (evidence of this allocation may be required by EPAL, and if so required must be provided by the recipient of the funds);
  - (iii) spent on ENTRUST-approved costs of the Project alone;
- (b) the recipient of the funds must keep proper records of all receipts and outgoings relating to the Project;
- (c) EPAL reserves the right to inspect the records or other items held by the recipient of the funds, including records kept in computerised form, which relate to the Project;
- (d) EPAL may require audit verification that the funds donated have been spent on the Project and if so required the recipient must supply this at its own cost;
- (e) the funds are provided by EPAL on condition that the recipient complies with any and all relevant regulations laid down in the Landfill Tax Regulations 1996, by ENTRUST and by the Commissioners of Customs and Excise.

9.2.2 If any of the terms or conditions contained in paragraph 9.2.1 is breached, the total amount of funds provided by EPAL must be refunded by the recipient within 14 days of written demand by EPAL.

### 9.3 **Confirmation of acceptance of EPAL's terms & conditions**

On the basis that EPAL provides funding of £ ..... (a)

for (project) ..... (b)

We ..... (c)

..... (c)

..... (c)

accept EPAL's terms & conditions as stated above.

We jointly and severally agree that if any of the above terms or conditions is breached, the amount of £ ..... (d)

will be refunded to EPAL within 14 days of written demand, to A R Bonham, Director of EPAL, Unit One, 1 Town Green, Wymondham, Norwich, Norfolk, NR18 0PN

Signed ..... Date .....

Signed ..... Date .....

Signed ..... Date .....

(a), (b), (d) to be completed in each individual case

(c) name of the Trustees, company directors, or steering group members of an unincorporated association.

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