



Landfill Disposal Tax Communities Scheme

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# 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 application form, which can be found [here](#).

If you have a project idea which you would like to discuss with the team please email us at [ldtgrants@wcva.cymru](mailto:ldtgrants@wcva.cymru). You can also call the team on 0300 111 0124 and select option three for grants and social investment.



**October 2020**

**(Please check the website for the most current version of this guidance)**

## **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 LDT Communities Scheme is the successor to the Landfill Communities Fund (LCF) in Wales.

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 (e.g. volunteers, visitors or beneficiaries) does fall within the 5 mile radius.

[The map of eligible sites can be found on the website here.](#)

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 \(CVC\)](#) 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
- A scanned / downloaded bank statement to demonstrate that you have a bank account in the name of your group or organisation

## **3. ELIGIBLE AREAS**

The Landfill Disposals Tax Communities Scheme will fund projects within 5 miles of certain waste transfer stations or landfill sites. Eligible sites are those that reported sending in excess of 2000 tonnes to landfill in the reporting year, eligible sites are subject to change between funding rounds and so it is advisable that you check the map just before you begin your application. The map will be updated ahead of a funding round opening; and will show eligible sites for that round. These sites can be viewed in the map below.

<https://wcva.cymru/funding/landfill-disposals-tax-communities-scheme>

## **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
- Under this theme, the LDTCS will give priority to projects which focus on waste minimisation (including reuse), over recycling and composting. Welsh Government's Waste Hierarchy Guidance (<https://gov.wales/applying-waste-hierarchy-guidance>) can help determine what your proposed activity is categorised as

**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 LDTC 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 LDTC 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 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.

Projects which propose to carry out premises maintenance or improvements are eligible for funding, provided that they are accessible to and supported by the wider community. Proposals which can demonstrate how they will integrate improvements to resource efficiency and the biodiversity value of premises within the planned project, will be likely to achieve a higher score

## **7. HOW THE FUND WORKS**

### **7.1 Main grants**

The Fund offers main grants of £5,000 to £49,999 for projects that meet one or more of the scheme's three themes. There will be a one-stage application process for these grants, with guidance and sources of support published on [WCVA's website here](#). Decisions will be announced approximately 12 weeks after the grant submission deadline. Projects funded in 2020-21 can run for a minimum of six months, starting no earlier than 29 March 2021 and must have a completion date of no later than 31 March 2023.

### **7.2 Nationally significant grant**

WCVA may award a grant to one nationally significant project per year – with a value of more than £50,000 and up to £250,000, projects may begin 29 March 2021 with an end date of no later than 31 March 2023.

This Nationally Significant Grant seeks to fund a project which will contribute to two or more of the themes for the Landfill Disposals Tax Communities Scheme with broad applicability across wider areas of Wales.

Applicants should be able to demonstrate the strategic impact they will make through delivering their proposed project. Projects delivered in partnership are welcomed. Any partnership or collaborative application will be submitted by one lead partner, who, if successful will manage the project and hold the grant agreement with WCVA.



**Applications should be made on the [MAP application form](#) – Landfill Disposals Tax Communities Scheme - 2020 NATIONALLY SIGNIFICANT Grant up to £250,000**

The application form follows the same format as the main LDTCS grant scheme, with some additional questions where applicants are asked to demonstrate the sustainability and wider scale impact of their project's activity. All applicants should be able to clearly describe why their project and its impact are of national significance. During the assessment of your application, you may be contacted by a WCVA assessor and asked to provide further clarifications, ahead of the application going to the panel.

Once your application has been assessed it will be presented to the LDTCS Expert Advisory Panel. If your project proposal ranks highly enough, you will be invited to answer some further questions set by the panel. You will be notified of the Panel's meeting date once your application is submitted. Please ensure that you are available this day, in case you are invited to present.

A grant of National Significance will focus on some, or all, of the following;

- A clear nationally significant or Wales specific issue;
- Or be a project being strategically delivered to address the same issue across a number of geographical areas in Wales (for it to have national significance);
- It should involve some elements of partnership delivery; and
- Have a clear link to delivering issues identified in Welsh Government policy (though this may be difficult for communities if they're not aware of the latest policy, so this could be something that strengthens an application rather than being a focal point) – WCVA will consult on the policy fit with the relevant team(s) within Welsh Government.

Applications for this grant of national significance will need to demonstrate a strategic initiative with long term benefits.

Value for money: the applicant will complete a budget proforma as part of the application process. This will be assessed to determine as to whether the project offers strong value for money in comparison to the deliverables described in the narrative of the application made.



## **Before applying to the Nationally Significant Grant – please consider the following**

Considerations when deciding what should constitute a Nationally Significant Project:

- How great is the number of people / number of local authorities benefitting from the implementation of the scheme?
- Does it provide employment and / or skills development to the community in the targeted area?
- If it takes a place based approach, does it provide learning material so that the practices may be shared amongst other Local Authorities, providing the project proves to be successful?
- Does it utilise a world leading technology or practice? If so, will it bring attention to Wales and the possibility of increased tourism?
- While remaining economically sustainable, does it offer the opportunity for further development through future investments, maybe spreading to cover other areas and possibly funded by the smaller £5,000-£49,999 grant?

Applicants wishing to apply for the grant of national significance are strongly advised to contact WCVA ahead of applying to discuss their project idea. Please email [ldtgrants@wcva.cymru](mailto:ldtgrants@wcva.cymru) or call the team on 0300 111 0124 and select option 3 for grants and social investment.

### **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 – Multipurpose Application Portal (MAP) - [map.wcva.cymru](http://map.wcva.cymru). In order to apply to the LDTCS, you will need to register with MAP. If you are struggling to register with MAP, there is a video guide on the homepage which will assist you. If you have any technical issues with MAP, you can email [map@wcva.cymru](mailto:map@wcva.cymru) and someone will be able to assist you.

## **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 within the outcome notification

For the grant of national significance, the application process will be as follows:

1. Applications assessed for eligibility by WCVA
2. Applicants contacted by a WCVA Assessor of any clarifications are required
3. Assessments and application summaries submitted to LDTCS Advisory Panel and further questions from panel submitted to WCVA

4. WCVA Assessors contact applicants with further questions from Panel
5. Panel meeting held, and funding decisions made
6. Applicants notified of the outcome of their applications, feedback will be issued with the outcome notification

## **10. PAYMENT OF GRANTS**

Grants to successful applicants will be paid in advance 80% and the remainder 20% subject to a completed final project report. Applicants will be 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 via a form which will be issued to successful applicants. No grant payments will be made to an individual's bank account. All applicants will need to submit a bank statement along with their application to evidence a group in the name of the organisation or group.

## **11. LAND LEASES, AGREEMENTS, PERMITS AND LICENSES**

**Land Permissions** - 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 ten 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 ten years.

If applicants have:

- a lease with less than ten years remaining;
- a licence that is renewed annually;
- any other land agreement with less than ten 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 ten years.

Some landowners give verbal permission for your project to start. Always ask for a letter giving you permission to start working on site, at the very least. If you do not need exclusive access to the site and a short-term arrangement, a license to occupy can be enough for low risk, low spend projects like a small community growing area. However, you need to be aware that a license provides you with little security to be on the site during and especially at the end of the term. A lease gives exclusive possession of the site for a fixed term period. A long lease with no break clauses provides good security and provides assurance to volunteers, investors and funders.

The Community Land Advisory Service Cymru (CLAS Cymru) are funded by Welsh Government to help you gain all the necessary permissions to be on your project site. The Service can help you have the right conversations with the right people. They advise on the right type of agreements, clauses and permissions to do the activities you want to do on the site you have chosen to operate from. If you need advice on land agreements and the relevant permissions, you can contact CLAS Cymru on Phone: 02920225942 Email: [wales@farmgarden.org.uk](mailto:wales@farmgarden.org.uk).

### **Licences and permits**

If you transport waste as part of your business, you will need to be registered as a waste carrier.

<https://naturalresources.wales/permits-and-permissions/waste/register-as-a-wastecarrier-broker-or-dealer>

You may also need an [environmental permit for waste activities](#) if your business uses, treats, recovers, stores or disposes of waste.

Some waste activities are exempt from needing a Permit and can operate under an exemption instead.

There are around 60 different exemptions available and each one allows certain activities involving waste to be carried out. Each one also has limits and conditions attached which you must adhere to or the exemption will be considered invalid.

If you want to operate under a waste exemption you must register that exemption with Natural Resources Wales. If you don't register or you are operating outside the limits set in the exemptions, you may be at risk of enforcement action. Each registration lasts three years. The registration will then expire unless you re-register the Exemptions you want to continue to use.

<https://naturalresources.wales/permits-and-permissions/waste-permitting/registering-wasteexemptions-for-a-linear-network>

## **PROJECT TARGETS GUIDANCE FOR APPLICANTS**

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

**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

**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.

The applicant will identify which one of the following three themes their project fits into, within the 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 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.

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' [seven national wellbeing goals](#). These goals cover four 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 delivering against this commitment is through its [Natural Resources Policy](#), which sets out three 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 three 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 (ie 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 one General Target and one 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.

<b>General Targets (all applicants should profile against at least one of these)</b>
Number of communities benefiting from LDTCS funding
Number of people engaged and informed (including volunteers and community members)
Engagement events or awareness raising campaigns
The following indicators are specific to the theme the applicant is applying under
<b>Theme specific - Biodiversity</b>
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
Sites of Invasive non-native species managed
Sites of Pollinator-friendly planting created as part of a broader habitat management programme
Woodland managed

<b>Theme specific - Waste minimisation</b>
Encourage prevention, re-use, recovery and recycling of waste
Engage and support understanding to enable waste to be seen as a resource
Reduce food waste and redistribute surplus food
<b>Theme specific - Wider environmental enhancement</b>
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.
Installation of resource efficiency / renewable energy measures
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 team on 0300 111 0124 and select option 3 for grants and social investment.

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