

## **Enovert Community Trust Grant Claim Process**

The **10% 3<sup>rd</sup> party contribution** is payable once the Agreement has been signed and no less than 28 days before the project is in a position to commence, therefore please provide Angela Haymonds with details of who will be making this payment (including a purchase order number, if available), and this information will be passed directly to Enovert Management Limited (the landfill operator) who will issue an invoice. The 3<sup>rd</sup> party payment can be made by your organisation, as long as you are not an Environmental Body registered with Entrust (the regulator of the Landfill Communities Fund). You must not use landfill tax credits to make such a payment nor funds from a contractor that is working on the project. Nor can your organisation obtain a 'direct benefit' from the project, over and above the benefit derived from all users of your facility. Alternatively the payment can be made by a genuine 3<sup>rd</sup> party directly, who will be invoiced by Enovert Management Limited, or the 3<sup>rd</sup> party can make the payment to the organisation, which is then invoiced by Enovert Management Limited. All payees of this 3<sup>rd</sup> party contribution must be fully aware of what the funds are being used for.

Once the project has been registered with Entrust, the Funding Agreement has been completed and the 3<sup>rd</sup> party contribution paid, the project can commence.

Grants may be paid in tranches as the project progresses, or at project completion, depending on the size of the organisation and its funding requirements. Grants are never paid in full in advance of the project commencing, however the Trustees may consider paying a deposit against a full VAT invoice from the contractor/s to assist with cashflow.

When submitting a claim, please include:

- a brief report, describing project progress and what the claim covers
- any relevant contractor's invoices
- photographs showing project progress/completion
- a scan of a bank statement or paying in slip from your organisation to evidence bank account details.

**Please note that invoices must include the contractor's company number (if registered), VAT number (if registered), a unique invoice number, and a date. A pro forma invoice is not acceptable for the purposes of a claim.**

A payment (normally online bank transfer) will then be prepared and signed off by two Trustees. It normally takes two to three working days to process a claim from its initial receipt if paid by bank transfer; seven days if a cheque is required.