

## Severn Trent Community Fund Application Questions

Applications **must** be made through the online portal. This document is only available to help you gather the information you'll need to make your application.

When you're ready to make your application, the portal link is <https://webportalapp.com/sp/st-community-fund-care-for-nature> and will open on 10 January 2022. You should refer to our application guidance (found within the portal and our webpage, [www.stwater.co.uk/community-fund-care-for-nature](http://www.stwater.co.uk/community-fund-care-for-nature)) throughout to ensure your project costs are eligible and you're providing us with the necessary information to submit a strong application.

\* Questions marked with an asterisk are mandatory

---

**This spring we've refocused the Fund to enhance our partnership with Birmingham 2022 Commonwealth Games and maximise our legacy as its Official Nature & Carbon Neutral supporter. This quarter we're focusing on community projects that aim to boost environmental sustainability, reduce carbon and help communities care for nature across the Severn Trent region.**

Firstly, we just want to do a quick check to see if you're eligible to apply for our Community Fund. \*

All eligibility criteria must be met to continue with our application form. If you cannot meet these criteria, we're really sorry but we're unable to help you with funding.

- I am part of a community group or organisation, and not an individual;
- Our organisation is not profit making (e.g. limited liability partnership, limited company or sole trader);
- Our organisation has an average income of less than £500,000 averaged over last 3 years;
- Our project does not promote political or religious causes;
- Severn Trent would be the majority funder of the project (you're applying for 51% or more of the total project cost);
- We have not already received funding from the Severn Trent Community Fund for this project;
- Our project and its beneficiaries are in the Severn Trent region (check this by using the Water UK postcode checker);
- Our application is for future funding only for a new project, and not for retrospective costs or current overheads.

*To ensure you're eligible we will also check that your project is not to the detriment of Severn Trent or its interests, and that you're not requesting funding for work that is too closely linked to our core services e.g. new water connections.*

---

### Great news!

It looks as if you're eligible to apply for our Community Fund and you can now begin your application. If you haven't already, please ensure you've read our application guidance on our website before starting your applications, as you may find it handy to refer back to. You can save your application at any time and come back to it later if you wish.

**APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY**

When you're ready, please select which category you wish to apply for: \*

- Gold Award – £20,000
- Silver Award – £10,000
- Bronze Award - £5,000

---

## Questions for all applications:

For funding applications to our Gold Award your organisation must be a registered charity, registered company, exempt charity, Local Authority or Parish Council.

Please tick this box to confirm your organisation is eligible for the Award you're applying for. \*

I confirm

*(Gold applications only)*

What is the name of your new project? \*

We'd love to know about your organisation. Please briefly tell us who you are and what you do. \*

*200 word limit*

We will seek to fund projects that demonstrate a strong link to at least one, if not all, of three environmental sustainability themes. Please tick which of the following your project relates to.

Tick all that apply: \*

- **Green spaces:** Projects that create and enhance green spaces and offset carbon, for example creating new natural habitats, like ponds and wildflower meadows.
- **Recycling and making the most of resources:** Projects that help to reduce the carbon footprint of community spaces and activities, such as through recycling and energy saving.
- **Water saving heroes:** Projects that preserve water and reduce usage, limiting the amount of carbon used for water production, including grey water recycling and rainwater harvesting.

In no more than 200 words, tell us about the project you are applying to us for and how it will offset carbon. \*

*200 word limit*

What is the location of the project?

Property number or name

Street

Town

Postcode

**APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY**

If you're unable to give us the exact location, please share as much location detail as possible here:

**Is there a second project location?**

**If your application is successful you will be awarded in May 2022. What is the proposed projects' start and end date? \* You'll need to have started your project by August 2022 and project completion must be within 12 months.**

**As well as offsetting carbon, our Community Fund is about improving wellbeing and bringing our communities together too. Approximately how many Severn Trent customers will be involved in and/or benefit from your completed project per year? \***

*This is the number of individual people.*

**Please tick the groups of people who will be involved in and/or benefit from your project? (Please tick all that apply) \***

- Local residents
- LGBTQ+ communities
- Living in isolation
- Living in temporary accommodation or homeless
- In education
- Facing poverty or hardship
- People with physical disabilities
- People with mental disabilities
- People with learning disabilities
- Young carers
- Domestic abuse victims
- Black, Asian and Minority Ethnic communities
- Refugees, asylum seekers or migrants
- Other

**Tell us how your project will benefit your local community and how the community has been engaged in developing the project. \***

*250 word limit*

**Green Spaces** (you'll only be asked to answer these questions if you ticked our Green Spaces theme)

**Approximately, how many m<sup>2</sup> of environment will be improved or created by the project? \***

**What type of environment will your project create or enhance? Tick all that apply: \***

- Agricultural land
- Woodland and scrub
- Wetlands
- Grassland
- Moorland or heathland
- Wildflower meadow
- Waterbodies or aquatic environment (e.g. ponds, rivers, reservoirs, lakes)
- Indoor space
- Urban environment (e.g. play areas and urban parks)
- Sustainable drainage (SuDS)
- Other

If other, please specify:

**Tell us how this green space will enhance the environment. \***

*250 word limit*

---

## Recycling and making the most of resources (you'll only be asked to answer these questions if you ticked our Recycling theme)

**What type of waste will your project save? Tick all that apply: \***

- Food waste
- Plastic
- Paper and cardboard
- Metal
- Energy
- Wood
- Aggregates
- Electronic devices
- Glass
- Clothing and textiles
- Oils and chemicals
- Batteries
- Other

If other, please specify:

If any option apart from Energy is selected: **Approximately, how many kg of waste will be prevented from going to landfill per year because of the project? \***

**APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY**

If energy is chosen: **What types of energy will your project save? Tick all that apply: \***

- Natural gas
- Oil
- Coal
- Nuclear energy
- Electric
- Other

If other, please specify:

If Energy is chosen: **Approximately, how much of this energy will be saved per year because of the project? \*** Please use a measure appropriate to the energy you will be saving.

**Tell us how this recycling aspect of your project will enhance the environment. \***

*250 word limit*

---

**Water saving heroes** (you'll only be asked to answer these questions if you ticked our Water Saving Heroes theme)

**Tell us how your project will preserve water and reduce usage. \***

*250 word limit*

**Approximately, how many litres of water per year will be saved by the project? \***

---

**Tell us how your project will be sustained beyond the initial investment. For example, think about how you can ensure the project will still be providing community and environmental benefits in 5 years' time, without the need for a further grant. \* Sorry, if your project needs a further grant to continue beyond our investment, unfortunately your application does not meet our eligibility criteria.**

*250 word limit*

**How will you monitor and evaluate your project to measure success and ensure you meet the proposed environmental and community benefits? \***

*250 word limit*

**APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY**

---

## Your Experience, Resources and Project Plan

**Tell us about any similar projects your organisation has managed previously and how you made the project a success. \* (Gold applications only)**

*250 word limit*

**What do you think are the three main risks of your project, and how will you mitigate them? \***

*(Gold applications only)*

*250 word limit*

**Please give 3 key milestones for your project, and the date you expect these to be complete.**

**Please note your project will be monitored against these milestones.\***

*(Gold applications only)*

---

## Project Costs

**How much will your project cost in total? Please include VAT if you are not eligible to claim this back. \* Please remember Severn Trent must be the majority funder of the project (i.e. contributing 51% or more to the total project cost).**

**Please share with us how you will spend the award. Upload your completed Excel template 'Breakdown of project costs' here. \* Please use our template and ensure your costs add up to the total project cost as shared above. This template can be found within the links you may need to complete your application.**

*Accepted file formats: pdf, docx, doc, xlsx, xls, jpg, png, gif*

**How much financial match funding will be contributed to the project? This could be from your reserves or from other funders. \* If you will be providing match funding to the project, this must be secured before we can progress your application to the next stage, so please do not submit your application before match funding is confirmed.**

**Is all match funding secured? \* Please note this must be secured before you submit your application.**

**How many voluntary hours will you contribute to the project? \***

---

## Public Vote

If your application passes our internal checks and is shortlisted by the panel for public vote, the information you provide here will be added to the Severn Trent website to promote your project.

**Project summary.\*** Please share concisely who your organisation is, what your project involves and what the benefits will be. We can help you with modifying this at a later stage if necessary.

*255 character limit (including spaces)*

**Please upload a video to promote your project and why you'd love people to vote for it. Please cover what your organisation does, what your project is and the impact it will have.** Videos must be no more than 30 seconds long and will be available on the Severn Trent website at public vote stage. It will also be available on YouTube for you to share on your social media. Please ensure you have permission of all persons and content for this video to be shared publicly by Severn Trent for the purpose of your bid.

Landscape video only.

*Accepted file formats: mp4, mov, mp3*

**Landscape image representing your project or organisation.** We can use this image instead if you do not wish to upload a video.

Landscape images only.

*Accepted file formats: jpg, png, gif*

**Whilst we'd love to fund every project, unfortunately not all applicants will win the full grant award you're applying for. If your project is successfully shortlisted by the Community Fund Customer Panel and makes it to Public Vote stage, your organisation could receive a £1,000 contribution towards your project. Please note this must be used for a standalone part of your project, so that it can be spent even if the full project does not go ahead for any reason.\* Please let us know how your organisation would use this £1,000.**

\*Please be aware that this must be mutually agreed upon if your project is successful in getting to voting stage. If you are a winner of the full grant amount - £5,000, £10,000 or £20,000 – you will not receive the £1,000 in addition to the full award.

*200 word limit*

## And finally....

**Please provide details of a referee to support your application. We may contact your named referee prior to awarding a grant.\*** *Your referee will need to be independent from the organisation and project and will not benefit from the project directly.*

First Name

Last Name

Organisation

Email Address

Telephone Number

**Please upload a copy of your group's governance document.** *\*This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. The governance document must show application of income, confirmation your organisation is not-for-profit and detail the dissolution clause/asset lock.*

*Accepted file formats: pdf, docx, doc, jpg, png, gif*

**Please upload your organisation's latest 3 sets of annual accounts. This must include the profit and loss account and the balance sheet.** *\* If you are a new organisation, please share projected income and expenditure. Please remember, your organisation must have an average income of less than £500,000 averaged over the last 3 years to be eligible to apply.*

*Accepted file formats: pdf, docx, doc, xlsx, xls, jpg, png, gif*

---

**Does your project involve making any physical improvements or changes to land or property? \***

- No (please skip to next section of questions)
- Yes

**Please confirm if your organisation is the landowner, leaseholder or working on third party land. \***

- My organisation is the landowner
- My organisation is the leaseholder
- My organisation will be completing works on third party land

**(If leaseholder is ticked) How many years are left on your lease? \***

*Please note, we require a minimum remaining lease term of 2 years for Bronze and Silver Awards, and 5 years for the Gold Award.*



**(If completing works on third party land is ticked) \*** As your project is on third party land, we would recommend getting in touch with us at [communityfund@severntrent.co.uk](mailto:communityfund@severntrent.co.uk) to check the eligibility of your project.

**(If leaseholder or landowner is ticked) Please provide evidence of your property deed or lease agreement. Please upload your evidence here. \***

*Accepted file formats: pdf, docx, doc, xlx, xlsx, jpg, png, gif*

**(If leaseholder or working on third party land is ticked) If you are a leaseholder or working on third party land, the landowner must complete a Project Consent Form for you. Please upload the completed form here. This template can be found at the top of this page, within the links you may need to complete your application. \***

*Accepted file formats: pdf, docx, doc, xlx, xlsx, jpg, png, gif*

**Please confirm you have gained any further relevant permissions required for your project. This may include planning permission from your local council. \* All required permissions must be in place before you submit your application.**

---

**If you are a registered company, what is your Company registration number?** *For Gold Award applications you must be a Local Authority, Parish Council, an exempt charity or registered with either Companies House or the Charity Commission. We understand exempt charities, Local Authorities and Parish Councils do not have registration numbers.*

**If you are a registered charity, what is your Charity Commission registration number?** *For Gold Award applications you must be a Local Authority, Parish Council, an exempt charity or registered with either Companies House or the Charity Commission. We understand exempt charities, Local Authorities and Parish Councils do not have registration numbers.*

**If you are an exempt charity, what is your HMRC tax registration number?** *For Gold Award applications you must be a Local Authority, Parish Council, exempt charity or registered with either Companies House or the Charity Commission. Please only complete this if your organisation is an exempt charity.*

**If you have any additional documents that you feel may support your application, please upload them here. But don't worry, this is not essential. (e.g. additional financial plans, letter of support, project documents, endorsements...)**

## GDPR statement

We're asking for these details during the Severn Trent Community Fund application process for due diligence and grant giving purposes. Data will be processed under the lawful basis of Public Task. We may also access information about you that is already publicly available.

Further details will be required, only after a grant is offered:

- Details of the bank account to allow funds to be paid;
- Bank statements.

This additional data is required to allow Severn Trent to carry out due diligence checks to ensure the delivery of changes will benefit the community and the correct permissions to carry out any proposed changes are in place.

## Declaration

By ticking this box we confirm that: \*

1. We have fully read the eligibility criteria and application guidance document before submitting this application.
2. We are duly authorised to submit this application on behalf of the applicant organisation.
3. We certify that the information given in this application is true and confirm that any supporting documents are current, accurate and approved by our organisation.
4. We certify that the relevant and correct policies and procedures are in place for our organisation and project, as advised in the guidance document.
5. We certify we have the relevant and correct insurance policies in place for our organisation and project, or we guarantee to have these in place upon project start date.
6. We give permission for Severn Trent to use the content provided under the 'Public Vote' section of the application for promoting, reporting and marketing purposes on various channels for public voting.

We understand that if we make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or if we knowingly withhold any information, this could make our application invalid.