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. Please note, the word count may slightly differ in Word to the portal as our system counts bullet points.

*You should refer to our application guidance throughout to ensure you’re providing us with the necessary information to submit an eligible and strong application.*

**Guidance -** <https://www.stwater.co.uk/content/dam/stw/about_us/community-fund/community-fund-application-guidance-document.pdf>

**Online portal** - <https://webportalapp.com/sp/home/severn_trent>

Here are the links you may need to complete your application:

[Project consent form](https://www.stwater.co.uk/content/dam/stw/about_us/community-fund/project-consent-form.docx)

[Breakdown of project costs](https://www.stwater.co.uk/content/dam/stw/about_us/community-fund/project_costs.xlsx)

[Application guidance document](https://www.stwater.co.uk/content/dam/stw/about_us/community-fund/community-fund-application-guidance-document.pdf)

[Find out your supplier – Water UK](https://www.water.org.uk/advice-for-customers/find-your-supplier/)

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 in order 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 project does not promote political or religious causes;
* Severn Trent would be the majority funder of the project;
* 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 connections.*

# **Great news!**

It looks as if you're eligible to apply for our Community Fund and you can now begin your application. You can save your application at any time and come back to it later if you wish.

Just as a reminder before we begin, please ensure you've read our application guidance document as you may find it handy to refer back to.

**When you’re ready, please select which category of funding you wish to apply for:**

* £2000-10,000
* £10,001-75,000
* £75,001-200,000

For funding applications of over £10,001 your organisation must be a registered charity, registered company, Local Authority or Parish Council.

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

* I confirm

*(£10k + 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*

**Our Fund is designed to improve the wellbeing of communities in the Severn Trent region. Our key community wellbeing themes are People, Place and Environment, and we will seek to fund projects that demonstrate genuine community need. Please tick which of the following your project relates to. Tick all that apply:**

* People - Projects that support healthier lifestyles and skills development
* Place - Projects that help create better places for communities
* Environment - Projects that look after our natural environment, rivers and water

**IMPORTANT: Any applications for over £75,000 must incorporate and demonstrate a considerable link to all three of our wellbeing themes People, Place and Environment.**

* My project links to all three aims

*(£75k + applications only)*

**Tell us about the project you are applying to us for funding and how it will improve wellbeing.**

*300 word limit*

**Since we're a water company, we love projects that involve water in some way. This could include things like water butts, river restoration or flood alleviation. If your project has a connection to water or rivers, tell us more about it. If not, skip to the next question.**

*250 word limit*

**What is the location of the project?**

Property number or name

Street

Town

Postcode

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?**

**What are the proposed projects’ start and end date?** For all grant sizes, you must start your project within 3 months of the award date**.** For grants under £10,000, project completion must be within 12 months of grant offer. For grants over £10,001, project completion must be within 24 months.

# **People (you’ll only be asked to answer these questions if you ticked our People theme)**

**Approximately how many people who live in our Severn Trent region will** **benefit from your completed project per year? Please be specific e.g. 200 rather than several hundred.**

This is the number of people, not the number of visits. Please remember we look at the value for money of your project in comparison to project cost and beneficiaries. If you are unsure whether your project would score strongly enough in this part of our review, please reach out to us at communityfund@severntrent.co.uk to discuss this with one of our Fund Officers.

**Let us know how you arrived at this number. Please breakdown the number of direct participants and indirect beneficiaries.**

*200 words*

**What group of people is your project most targeted at? Tick all that apply:**

* Pre-school age and under
* Primary school age
* Secondary school age
* Young adults
* Elderly
* All

**We want you to demonstrate the real need for your project. Tell us how it will benefit your local community, and how the community has been engaged in its development e.g. consultations, statistics and social research. There is an opportunity at the end of the application to share supporting documents of evidence with us.**

*500 word limit*

# **Place (you’ll only be asked to answer these questions if you ticked our Place theme)**

**How many new or upgraded community spaces will be created as a result of the project?** A community centre, for example, would be 1 space. In most cases, this number is likely to be 1 unless your project is being delivered at multiple locations.

**What best describes your community space(s)? Tick all that apply:**

* School or education centre
* Community facility (e.g. community centre, shop, library, village hall)
* Outdoor space (e.g. allotment, peace garden, woodland, park)
* Health facility (e.g. hospice, health centre)
* Other

**We want you to demonstrate the real need for your project. Tell us how it will benefit your local community, and how the community has been engaged in its development e.g. consultations, statistics and social research. There is an opportunity at the end of the application to share supporting documents of evidence with us.** (You’ll only be asked this question if you have not ticked ‘People’ as a theme of your project.)

*500 word limit*

# **Environment (you’ll only be asked to answer these questions if you ticked our Environment theme)**

**Approximately, how many m2 of environment will be improved or created by the project?**

**What type of natural environment will your project create, enhance or allow better access to? Tick all that apply:**

* Agricultural land
* Woodland and scrub
* Wetlands
* Grassland
* Moorland or heathland
* Waterbodies or aquatic environment (e.g. rivers, reservoirs, lakes)
* Indoor space
* Urban environment (e.g. play areas and urban parks)
* Other

If other, please specify:

**Tell us how your project will enhance the natural environment and benefit the local community.**

*500 word limit*

**Tell us how your project will be sustained beyond the initial investment. For example, how the community space will be maintained, how wages will be paid in the future and how you can ensure the project will still be running in 5 years’ time, without the need for a further grant. Please share robust plans and be specific.** Sorry, if your project needs a further grant to continue running beyond our investment, unfortunately your application does not meet our eligibility criteria.

*500 word limit*

**How will you monitor and evaluate your project to measure success and ensure you fulfil your proposed outcomes?**  E.g. how will you know that the project has benefitted the community and the level of impact it’s had?

*500 word limit*

# **Your Experience, Resources and Project Plan**

**Tell us about any similar projects your organisation has managed previously, including number of beneficiaries supported, details of how it was funded, and how you made the project a success.** *(£10k + applications only)*

750 word limit

**What do you think are the main risks of your project, and how will you mitigate against them?** *(£10k + applications only)*

*250 word limit*

**Please give key milestones for your project, and the date you expect these to be complete.** *(Between 3 and 10 milestones for £10-75k applications, between 5 and 10 milestones for £75k + applications)*

# **Project Costs**

**How much will your project cost in total? Please include VAT if you are not eligible to claim this back.**

**How much are you requesting from Severn Trent? Please ensure this falls within the funding range that you have selected and remember we will only be funding projects where we are the majority (over 50%) funder.**

Applicants applying for over £10,000 must offer 10% financial match funding. We would like to know more about the level of match funding you will contribute 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 your match funding is confirmed.

**How much financial match funding will be contributed to the project? This could be from your reserves or from other funders.**

**Please share where the match funding is coming from and how much they are giving you.**

**Is all match funding secured?** Please note this must be secured before we can move your application to the next stage. We may ask you to resubmit your application once all funding has been secured.

**Upload your completed Excel template 'Breakdown of project costs' here.** Please only use our template and ensure your costs add up to the total project cost as shared above. This template can be found at the top of this page, within the ‘links you may need to complete your application’.If it has not been used, we will ask you to complete it before we can progress your application.

*Accepted file formats: pdf, docx, doc, xlx, xlsx, jpg, png, gif, mp4, mov, mp3*

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

# **And finally….**

**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, xlx, xlsx, jpg, png, gif, mp4, mov, mp3*

**Please upload your organisation’s latest 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.

*Accepted file formats: pdf, docx, doc, xlx, xlsx, jpg, png, gif, mp4, mov, mp3*

**For any physical improvement work (capital works) 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?**

**For any physical improvement work (capital works) you must 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, mp4, mov, mp3*

**For any physical improvement work (capital works), if you are a leaseholder or working on third party land, the landowner must complete a Project Consent Form for you. This template can be found at the top of the page, within the ‘links you may need to complete your application’. We only need a typed signature so please don’t worry about printing it. Once complete, please upload the form here.**  If you are applying to complete physical works and you forget to upload this Project Consent Form, you may delay your application going to Panel. This form must be completed for ANY physical improvement works.

*Accepted file formats: pdf, docx, doc, xlx, xlsx, jpg, png, gif, mp4, mov, mp3*

**For any physical improvement work (capital works), 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 applications over £10,000 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 applications over £10,000 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 applications over £10,000 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, photographs, planning drawings, videos, 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.

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.