

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/home/severn_trent. You should refer to our application guidance document (found within the portal and our webpage, www.stwater.co.uk/communityfund) throughout to ensure your project costs are eligible and you're providing us with the necessary information to submit a strong application.

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
- Water bar (*please see end of document for these questions*)

APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY

Questions for £2-10k, £10-75k and £75-200k applications:

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 a strong link to at least one, if not all, of these themes. Please tick which of the following your project relates to. Tick all that apply:

- People - Projects that facilitate healthier lifestyles and skills development
- Place - Projects that help create better places to live in and use
- Environment - Projects that promote a healthier environment, improve access and the preservation of 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)

In no more than 200 words, tell us about the project you are applying to us for funding and how it will improve wellbeing. *200 word limit*

Since we're a water company, we would love projects to involve water in some way. Whilst this is not essential, it may help your application. This could include things like water butts, river restoration or flood alleviation. If your project has a connection to water, tell us more about it:
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 is 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 £75,000, project completion must be within 12 months of grant offer. For grants over £75,001, 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 Severn Trent customers will benefit from your completed project per year? Please only use numbers and be specific e.g. 200 rather than several hundred.

This is the number of people, not the number of visits.

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

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

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

Tell us how your new or upgraded community space(s) will benefit the local community and how the community has been engaged in developing the project. (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 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 this environmental aspect of your project will enhance local community environment.
500 word limit

Tell us how your project will be sustained beyond the initial investment. For example, think about 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.

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?

500 word limit

Your Experience, Resources and Project Plan

Tell us about any similar projects your organisation have 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 three main risks of your project, and how will you mitigate against them? *(£10k + applications only)*

250 word limit

APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY

Please give key milestones for your project, and the date you expect these to be complete. Please note your project will be monitored against these milestones. (3 milestones - £10-75k applications, between 5 and 10 milestones - £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 (51% +) 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 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, jpg, png, gif, mp4, mov, mp3

How many voluntary hours will you contribute to the project?

And finally....

Please provide details of referees to support your application. We may contact your named referees prior to awarding a grant. *Your referees will need to be independent from the organisation and project, and/or that won't benefit from it directly (be a service user).*

(1 referee - £2-10k applications, 2 referees - £10k + applications)

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, xls, 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, xls, 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, xls, 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. 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. *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, xls, 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.*

APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY

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, 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.

Water bar application questions

Through our Community Fund, we are really excited to support a number of community events in our region with plastic-free temporary water provision (e.g. sporting events, music events). By providing access to our network for the duration of the event, it alleviates the need for water to be consumed in single use plastic.

Please note that we can only support a limited number of events per year. It will therefore be on a first come first serve basis and any events or regions that we have not yet supported with plastic-free water provision will be prioritised.

To ensure the Community Fund grant money doesn't come back in to Severn Trent, you'll use one of our approved suppliers for the installation of the water bar at your event. You'll need to obtain your own quote from one of these suppliers for this work (the cost will be included in successful applications). If your application is successful in going to the Community Fund Panel review, we'll get in touch with you to share the supplier contact details as you'll need to get your quote prior to the Panel meeting.

The water bar must be within 3 metres of a fire hydrant for connection. *Fire hydrants are found within a metal grid marked FH, in the ground. To help us locate them, there is usually a yellow marker sign with a black H nearby. Please note the yellow markers are not in the exact location of the fire hydrant. Underneath the H there is usually a number and this is how many metres away the actual fire hydrant is.*

By ticking this box, you confirm that there is a fire hydrant within 3 metres of the proposed water bar location.

Tell us about your event and why you've applied for a grant from Severn Trent to support the reduction of single use plastic?

250 word limit

What type of event are you hosting? Please tick: *Please note that we are only able to support events that are suitable for the whole family.*

- Music event / festival
- Sports event / festival
- Community event
- Food festival / event
- Educational events
- Other

If other, please specify:

How many water bars would you like to apply for at your event? *For small community events you're able to apply for 1 water bar. For larger events over large distances, such as marathons, you're able to apply for up to 5 water bars.*

What is the full address of your project location, including X Y co-ordinates of the proposed water bar? *There must be a fire hydrant within 3 metres of each proposed water bar site.*

Address

Town

County

Postcode

X Y Co-ordinates of proposed water bars

What is the proposed event start and end date?

In each given day what time will the water bar be open? *Please be aware that we insist the water bar is constantly manned whilst open.*

Approximately how many Severn Trent customers will benefit from the water bar at your event? *This is the number of people, not the number of visits. Please note that events which have less than 1,000 people in attendance will not be eligible to apply for a water bar.*

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

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

Tell us how your event will benefit people in your local community, and since the event is temporary, how will you ensure your event will benefit your community in the future? For example, how will your event encourage a plastic-free legacy?

500 word limit

By having a water bar at your event, approximately how many 500ml plastic bottles will be prevented from being used?

Event Costs

If there are any other funders contributing to your event, please list who they are, how they are supporting and how much they are donating:

We encourage our applicants to offer match funding in terms of a time contribution. How many hours match funding will you contribute?

Have you gained all the relevant permissions required? *Should your application be successful, we will ask for evidence that all permissions have been granted. Your application will be ineligible if you do not have the relevant permissions in place. Permissions might include a letter of agreement from landowner or planning permission from your local council.*

APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY

If no, please detail when you will gain all the relevant permissions.

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.*

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

Please upload your organisation's latest annual accounts. 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

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 an additional document that you feel may support your application, please upload it 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.

APPLICATIONS ARE ACCEPTED THROUGH THE ONLINE PORTAL ONLY

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.