

Terms and conditions

Severn Trent has prepared this document to ensure that applicants to the Cash for Catchments fund are aware of the requirements and conditions attached to the payments concerned, and to assist in completing applications for Cash for Catchments. All applicants to the fund accepts that he/she is familiar with the Terms and Conditions outlined in this document and will comply fully with them. If applicants have any queries in relation to their application please contact our Catchment Partnership Coordinator (zara.turtle@severntrent.co.uk) before submitting their application.

In the event that there are any changes to these Terms and Conditions they will be publicised immediately on the Severn Trent website and an updated version of the document available for download.

1.0 Key facts

- Grants will only be available to NGOs, community groups, farmers, and landowners who work within the Severn Trent region. All projects must be designed to improve the water environment
- £100,000 of funding will be available, there are no minimum or maximum limits to funding applications.
- A scoring system (see section 11.0) has been devised to ensure that funding will go to projects that demonstrate a clear water environment benefit, provide good value for money and where there is demonstration of partnership working. Not all applications will be successful.
- Applications will close at 5pm on 30 May 2018
- Successful projects will be shortlisted and given the opportunity to give a short presentation about their project to a judging panel, on 26th June 2018, before final funding is allocated.
- All work must comply with relevant environmental legislation and have the appropriate planning permissions.
- All work must comply with the relevant health and safety legislation. Please visit the HSE website www.hse.gov.uk for further information.
- Photos must be taken of the project site before, during, and after work for case study and publicity purposes.
- Projects should be completed by 31st March 2020
- All application forms should be returned to our Catchment Partnership Coordinator: zara.turtle@severntrent.co.uk

2.0 Objective of scheme

- Protect and restore our water environment
- Promote partnership working on a catchment scale

3.0 Eligibility

- Grants will only be available to NGOs, community groups, farmers, and landowners who work within the Severn Trent region.
- All projects must be designed to improve the water environment
- You must be aged eighteen years or over on the date you submit your application.

4.0 Application procedure

- All applications are made on an individual basis and will be assessed by an internal assessment ST team.
- Applicants will be required to:
 - Fully complete the application form
 - Attach a map of the project location and, if available, any photos
 - Attach a copy of a recent bank statement (dated within the last 3 months)
 - Attach a copy of your organisation's constitution with this application. The document should be in your organisation's name and signed by appropriate representatives
 - If shortlisted, prepare a short session for the judging panel.
- Severn Trent's Catchment Partnership Coordinator will be available to advise with the application process but will not be responsible for the submission of application form.
- A scoring system has been devised to ensure that funding will go to projects that demonstrate a clear water environment benefit, provide good value for money and where there is demonstration of partnership working. The scoring criteria can be found in section 11.0.
- Applications will close at 5pm on 30 May 2018
- All applicants will be contacted regarding the success of their application.

- Not all applications will be successful. ST may reject applications if they are not likely to benefit the water environment. The submission of a valid application does not guarantee funding will be received for your project
- Shortlisted applicants will be notified of their success and will receive further detail on the presentation stage of the process.
- Applications can be submitted via post or email. Applications submitted via email will receive a confirmation email.
- A maximum of three projects may be entered by any one applicant.
- All application forms should be returned to zara.turtle@severntrent.co.uk

5.0 Responsibility of applicant

- It is the responsibility of the applicant to familiarise themselves with these Terms and Conditions.
- Planning permission may be required depending on the project chosen. Consult your local planning authority or National Park authority to seek informal advice.
- All permissions should be in place before any funding money is received at the end of June 2018.
- Any capital items you install must comply with the relevant British Standards (BS).
- Items installed under scheme must have a minimum design life of 10 years; or have a minimum design life of 20
- All works must comply with relevant environmental legislation associated with the project
- If your work affects any of the following you will need consent from the Environment Agency or from the relevant authority;
 - National Park
 - Listed Building
 - Scheduled Monument
 - Protected Species
 - National Nature Reserve
 - Site of Special Scientific Interest
 - Registered Parkland
 - Local Nature Reserves
 - Registered Battlefields
- Any work carried out near the top of a river bank may require flood defence consent. Depending on the size of watercourse you should consult the Environment Agency (Tel: 03708506506 or email enquiries@environment-agency.gov.uk). Once offered a grant, applicants can't change their capital works, or amend their agreement unless given permission by Severn Trent.
- As funding is being awarded by a panel the amount of funding you receive may be higher or lower (+/-10%) than you've applied for. Applicants must make sure that their proposed project is flexible enough to account for this.
- Before, during, and after photos of the project site should be taken, and a short report written on completion of the project.
- Projects should be completed by 31st March 2020

6.0 Responsibility of ST

- Assess applications in an unbiased manner using the specified scoring system
- Provide application advice through our Catchment Partnership Coordinator
- Respond to queries within 7 working days via our Catchment Partnership Coordinator
- Keep all project and financial information confidential. This does not however effect our duty to report any breaches in cross compliance to Environment Agency.

7.0 Monitoring & evaluation

- Contracts are non-transferable except in the case of:
 - Certified serious illness of applicant
 - Death of the applicant
 - Long term professional incapacity of the participant
- You must inform ST of any change to a selected project and a written reason displaying your actions. You will then receive a letter of approval
- You will not be entitled to funds to meet the costs of any maintenance or normal wear and tear.

8.0 Payment procedure

- Payment will be split 50-50. 50% of the funding will be paid to start the project and 50% of the funding to be paid on completion.
- Applicants accept that on-the-spot inspections may be required before final payment can be authorised.

9.0 Force majeure

- Where an applicant is unable to continue within the project commitment(s) due to reasons beyond his/her control, a case may be made under force majeure. The following categories of force majeure will be recognised:
 - Death of the participant
 - Long term professional incapacity of the participant
 - A natural disaster affecting the project area
 - The accidental destruction of the project area e.g. destruction of property via a fire
 - An outbreak of disease affecting all or part of the inhabitants in the project area
 - The disposal or vacation of land to satisfy a court order or legal settlement in cases of marital breakdown.

10.0 Breach of agreement

This may result in the non-payment or recovery of some or the entire grant payable or already paid. Note that applicants are responsible for the work carried (even if work was contracted to an external contractor).

The following are classed as breaches of agreement:

- Refusal to allow ST Catchment Partnership Coordinator access to the project area for inspection on reasonable notice
- Providing false or misleading information
- Lack of project photos and report
- Failure to comply with the appropriate standards, planning rules and agricultural codes of practice.
- Missed deadlines.

11.0 Scoring Criteria:

- Area project will impact
- Value for money (project benefits against cost)
- SSSI benefit
- WFD benefit
- Benefit to Severn Trent
- Match funding available
- Number of partners involved
- Risks (scale and likelihood)

