

Wessex Water Foundation Environment Fund

This document has been provided as a guide to our online application form which can be accessed via our website from the opening date of 22/4/24: [Wessex Water Foundation Environment Fund | Wiltshire Community Foundation \(wiltshirecf.org.uk\)](https://www.wiltshirecf.org.uk/wessex-water-foundation-environment-fund).

It allows you to preview the questions and/or share them with colleagues if you will be working on the form together.

All the application form questions are in bold and marked with a ➤. Guidance notes appear as bullet points.

If you have any difficulties accessing the online form, we can arrange for a Word version or paper copy to be emailed or posted to you.

For any questions, please contact the Grants Team: (01380) 738985 or applications@wiltshirecf.org.uk

Eligibility

- The online form starts by taking you through the eligibility criteria. Please make sure you have read and understood the criteria: [Criteria & Guidance Document](#). Please contact The Grants Team if you are unsure: (01380) 738985 or applications@wiltshirecf.org.uk

About your organisation

- This section starts by asking for contact details of the organisation and for the main contact person for this application, we have not included those questions here.
 - We generally contact all applicants to discuss the request prior to the final decision date. This helps us to check our understanding and clarify or add any relevant details.
- **When was the organisation set up?**
- **What type of organisation are you?** (this is a tick box list)
- If you are registered with the Charity Commission or other body such as Companies House, this should match the category listed on your record which we can view online.
 - If you are a very small group that does not need to register, you are likely to be an Unincorporated Club or Association.
- **Registration number** (Charity Commission, Charities House etc) if applicable
- **Please describe the activities or services your organisation provides and who or what your work is designed to support. Please include examples of your group's recent work and its outcomes.**

- This just needs to be a short description with a few key points and a couple of brief examples.
- **Tell us briefly about the management committee or trustees and any staff or volunteers (please include numbers of each).**
 - It is helpful to summarise/list roles on the committee, relevant experience of committee members, frequency of meetings, how decisions are made, how finances are managed, staff/volunteer roles and supervision.
 - This section is read in conjunction with your governing document.
 - We are seeking evidence of an active management committee with appropriate skills that are relative to the size and scope of the organisation.

Bank details

- This is so we can check there is bank account in the name of the organisation and that there are two appropriate signatories.
 - We ask for a recent bank statement to support this and to ensure we have the correct details should the application be successful, and the grant awarded.
- **Bank Name**
 - **Bank Account Name**
 - **Bank Account Number**
 - **Bank Sort Code**
 - **Names of the people who are signatories. 2 people should be needed to authorise transactions of your bank account. The 2 signatories must be people who are not connected to each other, i.e. people who are not related to each other or living at the same address.**

Project Details

- **Please provide a 20-30 word description of the work you are seeking a grant toward.**
 - This description needs to draw out what your project will do to support the local environment.
 - If your project is predominantly about supporting the needs of local people, albeit through an environmental project, you may wish to consider applying for the Wessex Water Foundation Community Fund which opens later in the year.
- **Activity/funding start date?**
 - This should be after the decision date which for this programme is generally late June/early July each year.
- **In which area (estate, town, village) do most of the people who will benefit live?**
 - This is a free text box in which you can list more than one location if relevant.
 - Projects need to be located within the Wessex Water area so if you are on the border, please check that all locations are eligible using this link:
<https://www.water.org.uk/customers/find-your-supplier>
- **Which local authority will the activity take place in?**

- **Please provide a postcode which represents the geographical area you will benefit.**
 - You will only be able to input one recognised UK postcode, if your project is over several locations pick one e.g. where the majority of work will take place or where the majority of volunteers or other beneficiaries will come from.

- **How will you spend this grant? Please tell us the practical details of your planned work e.g. who you will support, types of activity, where and when the work will take place.**
 - We would like to understand exactly what you intend to do so we can get a good overview of how the project will be delivered.

- **Please explain how you know there is a need for this activity.**
 - We are particularly looking for evidence that shows how you have involved the local community in identifying the need and that there is wider support for the work.
 - Where your project involves specialist elements such as protected species or conservation work, we need to know you have done sufficient research and consultation to identify the issues e.g. commissioned a survey or specialist report, working with a partner organisation such as Wiltshire Wildlife Trust (also see question below).

- **Please give details of any research or expert advice you have sought in planning your activity.**
 - It is important that your project is well informed in order to avoid any unintended negative impacts especially where this involves protected species, land or water conservation work and planting schemes.
 - If you are planning something like a recycling project or energy/water saving measures, you can strengthen your application with some evidence as to how it will make a difference e.g. what the savings are likely to be or a link to relevant national research findings.

- **Have you sought the necessary permission to undertake this work (please refer to the extra guidance here: [The Environment Fund | Wessex Water](#))? If so, who has given these permissions? If you haven't sought permissions, are there any reasons for this?**
 - Linked to the above, some work such as river restoration will require permissions or licences, please check the extra guidance to ensure you are aware of anything that may be relevant to your project.

- **What do you hope to achieve with this funding? What outcomes of the Environment Fund does this activity meet?**
 - In answering this question, please refer back to the Environment Fund priorities and outcomes which can be found on page 1 of the guidance: [Criteria & Guidance Document](#).

- **What will happen after this funding comes to an end? Are there any ambitions for this funded work after the grant comes to an end or do you see it as a one-off project?**

- **Is there anything else you wish to tell us that is not covered elsewhere in this application form?**

Project Costs

- In this section we need to clearly see how much the project is going to cost overall, how much you are applying to this fund for and, if this is less than the total cost, how you will cover the remaining amount.
 - When providing a breakdown of the budget be as clear and detailed as possible e.g. for staffing include the number of hours and hourly rate; for project/activity or capital costs give an itemised list.
- **Please select the option that best represents the type of costs you are applying for** (this is a drop-down list)
- **What is the total cost of the work you seek a grant towards?**
- **How much are you applying to us for?**
- **How much has been raised so far?**
- **Please provide details of other funding you are seeking or have secured for this project or activity. Please provide details of the sources and amounts, and dates of funding decisions. We cannot assess your application without this information.**
- If you are applying to this Fund for the total cost of your project the budget should show the breakdown of this amount with as much detail as possible.
 - If you are applying for a contribution to a larger amount, the budget should show the total costs of the project but make sure you have explained in the questions above how the rest of the funds will be secured.
 - If you already have funding secured/allocated to specific elements of the project, it is helpful to indicate this in the breakdown section so we can clearly see which elements the grant would then be used towards e.g. if you already have funding for staffing costs but still need to cover capital costs such as equipment for volunteers, you should include the staff costs in the budget but note in the breakdown this is already covered, then under capital costs note that this would be covered by the grant.
 - VAT – if you will need to pay this include it in the budget, if you can claim back VAT you do not need to include it in the budget.
 - Volunteer expenses – you can include an amount for reimbursing volunteer expenses, but these must be actual costs incurred such as travel and appropriate meals.

	Amount applied for	Breakdown
➤ Staff costs		
➤ Volunteer costs		
➤ Project/activity costs		
➤ Overhead costs		
➤ Capital costs		
➤ Other costs		

The Difference you will make/ People who will benefit

- We have not included the questions in this section as they are all drop-down lists from which you need to choose the most relevant items.

- The questions will cover the people you will reach/involve with this project (e.g. age, gender, ethnicity etc), the main needs you will be addressing and the outcomes you plan to achieve.

Supporting documents required

- These need to be uploaded with the online form or emailed to us separately – you will find guidance on this when completing the form.

Constitution or governing document (unless we have this on file from a previous application)

Safeguarding Policy (if we already have this on file, only provide if it has been updated)

Equality Policy (if we already have this on file, only provide if it has been updated)

Your organisation's most recent annual accounts (we need to see the total income, expenditure and unrestricted reserves)

Financial plan or budget for this year (this should show expected income and expenditure, it provides evidence of good financial management and helps us see why the grant is needed)

Recent bank statement (dated within the last 3 months)