

**Grant application form**

Please read the Guidance notes document before completing your application. If you do not fully complete this form, we may have to return it to you so you can provide the missing information.

**Key Information**

**Who do I contact for help?**

If you require assistance with the application process please contact The Water Environment Fund on 01349 860870 or email [restoration.proposals@sepa.org.uk](mailto:restoration.proposals@sepa.org.uk)

**What is the aim of the fund?**

The fund aims to restore Scotland’s catchments where historical activities have left them damaged.

**Who can apply?**

We welcome applications from all, including individuals, charities, non-governmental organisations, local authorities, and companies.

**Contents**

**Section A: About you**

**Section B: About your project**

**Section C: Access and Permissions**

**Section D: Project Costs**

**Section E: Supporting documents**

**Section F: Declaration**

Section A: About you

1Your name

|  |
| --- |
| Your first name: |

|  |
| --- |
| Your surname: |

2Name of your organisation (if this applies):

|  |
| --- |
|  |

3Address

|  |
| --- |
| Address (line 1): |

|  |
| --- |
| Address (line 2): |

|  |
| --- |
| Address (line 3): |

|  |
| --- |
| Town or city: |

|  |
| --- |
| Postcode: |

|  |
| --- |
| Phone number and extension (if this applies): |

|  |
| --- |
| Mobile number: |

|  |
| --- |
| E-mail address: |

|  |
| --- |
| Website: |

4Your position or job title:

|  |
| --- |
|  |

5Conflict of Interest: Do you or any member of your organisation have a competing professional or personal interest?

No  Yes

If ‘yes’, please give details of the relationship below.

|  |
| --- |
|  |

6Is your organisation:

public private  voluntary

7Is your organisation a registered company?

No  Application under consideration  Yes

|  |
| --- |
| Company registration number: |

8 Is your organisation a registered charity?

No  Application under consideration  Yes

|  |
| --- |
| Charity registration number: |

9 Are you or your organisation VAT registered?

No  Application under consideration  Yes

|  |
| --- |
| VAT registration number: |

10 Contact (or agent) for all communications (if different from above)

|  |
| --- |
| First name: |

|  |
| --- |
| Surname: |

|  |
| --- |
| Name of the organisation (if this differs): |

|  |
| --- |
| Address (line 1): |

|  |
| --- |
| Address (line 2): |

|  |
| --- |
| Address (line 3): |

|  |
| --- |
| Town or city: |

|  |
| --- |
| Postcode: |

|  |
| --- |
| Phone number and extension (if this applies): |

|  |
| --- |
| Mobile number: |

|  |
| --- |
| E-mail address and website: |

Tick here if we are only to use this contact for claims and other financial matters

Section B: About your project

11 Project title

|  |
| --- |
|  |

12 Project description

|  |
| --- |
|  |

13Which river, loch or coast is the project on?

|  |
| --- |
|  |

14Project national grid reference

|  |
| --- |
|  |

15 Why is this project necessary and how will it change the water body and affect fish passage/migration?

|  |
| --- |
|  |

16 Will your project have any impact on the proliferation of non-native species within the local environment?

|  |
| --- |
|  |

17 What other benefits will this project bring?

|  |
| --- |
|  |

18 Estimated project length

|  |
| --- |
|  |

19 Is this project a continuation of a project we have previously funded?

No  Yes

If ‘yes’, please give details of the previous project (including the Water Environment Fund reference number if known).

|  |
| --- |
|  |

20 Who else will be involved in your project and have they been contacted?

|  |
| --- |
|  |

21 What is your interest in the project site?

|  |
| --- |
|  |

22 Please confirm that the site(s) can be used for demonstration purposes by signing below

|  |
| --- |
| Funding applicant Name/Signature    Landowner Name/Signature |

23 Does this project need long-term management/maintenance or monitoring?

No  Yes

If ‘yes’, please give details of who will do this and how it will be funded.

|  |
| --- |
|  |

Section C: Access and Permissions

24 Do you own the land your project is on or do you have a right to carry out work on it?

No  Yes

If ‘no’, please provide evidence that you have sought the relevant landowners permission and that they have given their consent.

|  |
| --- |
|  |

25 Have you discussed the project site with the relevant local planning authority?

No  Yes

If yes please provide evidence of planning permission or a letter of comfort stating that planning permission will not be required for this site.

26 Do the project works require CAR authorisation?

No  Yes

If ‘yes’ please provide us with the CAR authorisation number, issuing SEPA office and your local SEPA office contact name.

|  |
| --- |
|  |

27 Do the project works require any other relevant authorisations/permits?

No  Yes

|  |
| --- |
|  |

28 Is there any information that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No  Yes

|  |
| --- |
|  |

29 Are the works within an area protected for natural or built heritage as defined under European or Scottish legislation?

No  Yes

If ‘yes’ please provide the designation and name of the area.

|  |
| --- |
|  |

Section D: Project Costs

30 What are the total project costs for completing the works as outlined in Section B (not including any VAT you can claim)?

|  |
| --- |
|  |

31 These costs are (please tick as appropriate):

an outline estimate

a full tender

a firm quotation

a standard cost

a single tender

none of these

Please give details of how you have worked out these costs.

|  |
| --- |
|  |

32 How much WEF funding are you applying for?

|  |
| --- |
|  |

33 Outline how the funding will be spent to achieve the projects aims

|  |
| --- |
|  |

34 How much of the project costs will be in kind contributions?

|  |
| --- |
|  |

35 What matched funding or funding from any other sources will your project have?

|  |
| --- |
|  |

36 Are there any conditions attached to any part of these contributions?

**No  Yes**

If ‘yes’ please give details here

|  |
| --- |
|  |

37 Can you reclaim VAT?

**No  Yes**

38 Will you earn any money from this project?

**No  Yes**

If ‘yes’ please give details here

|  |
| --- |
|  |

39 Do you have any reason why you would NOT want SEPA to perform a credit check on the organisation applying for funding?

**No  Yes**

If ‘yes’ please give details here

|  |
| --- |
|  |

Section E: Supporting Documents

40 Checklist

Please tick the relevant supporting documents included with this application, you must provide a minimum of two photographs:

Project Plan

Specifications

Method Statements

Technical Designs

Business Plan

Management Plan

Most recent annual reports

Current financial position

Current management strategy

Maps or plans

Monitoring Data

Photographs

Site owner’s agreement to the planned works

Copies of tenders /quotes

Copies of planning permission or letter of comfort

Other (please give details):

|  |
| --- |
|  |

Section F: Declaration

As far as I am aware, the information I have given in this application is correct and I have read and accept SEPA Standard Conditions of Grant.

You will find our Standard Conditions of Grant at

http://www.sepa.org.uk/water/water\_environment\_fund.aspx

**For site-based projects only** (Please tick the appropriate box.)

I am the landowner and I agree to my land being used for the project.

I have the landowner’s permission to carry out the project.

**For local authority applications only** (Please tick the appropriate box.)

I confirm that the contractors have been chosen in line with our financial

procedures.

I confirm that the contractors will be chosen in line with our financial

procedures.

Is there any information that you wish to justify being kept from the public register on the grounds of commercial confidentiality? If so please supply details here.

|  |
| --- |
|  |

Data Protection Act 1998. We may use the information you have

provided on this form to tell you about our other grants and services. We   
may also pass your details to some of our partners for similar purposes.

If you do not want us to pass your personal details to others, please tick

this box.

Your signature or your agent’s signature: (Please say which).

|  |
| --- |
|  |

Date:

|  |
| --- |
|  |