**A close up of a logo

Description automatically generated**

**Sea-Changers Coastal Fountain Fund Application Form**

Please read the Coastal Fountain Fund Funding Policy and Criteria on our website before submission.

We also recommend that you read Refill’s good practice guidance <https://refill.org.uk/drinking-water-fountains/> before applying.

Completed applications should be sent to [info@sea-changers.org.uk](mailto:info@sea-changers.org.uk)

1. **Your organisation**

|  |  |
| --- | --- |
| Name of organisation |  |
| Type of organisation (e.g. charity, local authority, parish council) |  |
| Address |  |
| Postcode |  |
| Contact names (2 names) |  |
| Contact email addresses |  |
| Telephone numbers |  |

1. **Your fountain plans**
2. **Budget**

Please provide a detailed project budget itemising your costs. We will not consider any application that does not include this information.

|  |  |
| --- | --- |
| Grant amount applied for (max. £2000) |  |
| Fountain supplier |  |
| Model to be purchased |  |
| Cost of fountain |  |
| Cost of installation |  |
| If the fountain cost is more than £2000, do you have an allocated budget for the additional cost? |  |
| Do you have an allocated budget for installation costs? |  |

1. **Location**

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| Proposed fountain location **-** please be as specific as possible. |
| What evidence is there for the need for a fountain in this location and what impact will the fountain have? |

1. **Deliverability**

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| --- | --- |
| Does the location have an existing water supply? |  |
| Do you have permission from the landowner? |  |
| Have you had any discussions with the water company regarding the fountain installation? |  |

1. **Timescales**

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| --- |
| Please provide your proposed timescales for having the fountain operational, including key milestones. Ideally, this should be by the start of the 2021 summer season and must be by the end of 2021 at the latest (allowances will be made for unavoidable COVID related delays). |

1. **Sustainability**

|  |  |
| --- | --- |
| Who will maintain the fountain after installation? |  |
| What water quality testing will be carried out? How often/by whom? |  |
| Can you provide water meter readings to Sea-Changers to evidence the use of the fountain? |  |

1. **How will you publicise Sea-Changers’ funding of this project?**

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1. **Where did you hear about Sea-Changers’ Coastal Fountain Fund?**

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| **Application Checklist**  Before you submit your application please check the following:   * Have you read through the relevant pages on the website regarding who can apply and ensured that your project meets our Eligibility Criteria? * Have you ensured your contact information is correct and up to date? * Have you filled in all relevant sections of the form? * Have you read the Terms and Conditions on the next page?   Thank you for taking the time to submit your application.  Please direct questions regarding applications and your completed application form to:  [info@sea-changers.org.uk](mailto:info@sea-changers.org.uk) |

**Terms of Sea-Changers grant offers**

If we do make you a grant offer, you/your organisation would need to agree to the following terms and conditions:

* The grant is to be used as specified in your application including any stipulations set out in the formal grant offer from Sea-Changers or otherwise agreed with us.
* Any unspent grant must be returned to Sea-Changers within a reasonable timeframe from the project end date.
* If the project does not run at all the entire grant must be returned in a timeframe to be agreed with Sea-Changers.
* You agree we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant in any of the following situations.
  + The grant is used in any way other than as approved by us or fails to comply with any of these Terms and Conditions;
  + No progress is made in the project or it seems unlikely to achieve the objectives agreed with us;
  + You provide us with false or misleading information either on application or after award of the grant;
* We will not increase the grant if you spend more than the agreed budget.
* You agree to keep accurate and relevant records about your project and provide us, on request, with copies of those records including evidence of expenditure of the grant, such as original receipts and bank statements;
* You agree at all times to comply with relevant legislation, regulations and best practice including, as appropriate:
* Safeguarding of children and vulnerable adults
* Health and Safety requirements including risk assessments
* Commercial vessel legislation - MCA MGN280 or other relevant standards
* Data Protection laws and regulations including GDPR.
* You are happy for us to publicise our funding of your project on our website or social media channels.
* You will endeavour to provide good quality photographs of project activities and/or outcomes and give permission for us to use them on our website or social media channels (with full accreditation to your project).
* You acknowledge Sea-Changers’ funding of your project in project-related publicity including on your website and relevant social media posts.
* You complete an evaluation form once the project is completed.
* These terms and conditions will continue to apply until the project has been completed.