



sea-changers

Sea-Changers Main Grant Application Form - with help notes

This is a copy of our Main Grant Application Form which includes advice and guidance in **bold blue text** on how to complete many of the sections.

Don't fill this form in. Use it alongside the actual form to help you make your grant application.

1. About you and your organisation

Name of organisation	
Are you part of a larger organisation? If so, which?	
Organisational turnover (most recent financial year)	
Address	
Postcode	
Website	
Contact names (please give details for two contacts)	We need 2 contacts to ensure we can get in touch after the project and ask you to complete an evaluation.
Contact email addresses (Please note, email is used for all correspondence. If you need an alternative means of communication please tell us here.)	

Telephone number(s)	
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Is your organisation a registered charity? Highlight as appropriate. Yes/No

If 'Yes', what is your charity registration number?	
If 'No', what kind of legal entity is your organisation?	E.g. Community Interest Company/School/Not-for-profit project/Local community group

2. Summary of the project requiring funding, its aims and outcomes

Project name	Something descriptive is helpful (but not essential)
Start and end dates (an end date must be provided)	<p>It will take 8-10 weeks from the closing date for us to let you know if you've been successful. Bear this in mind when deciding on a start date.</p> <p>You must provide an end date, so we know when to get in touch and ask you for an evaluation of the project. Sometimes a project has no obvious end date - for example, if you are buying equipment for beach cleaning that will be used over and over again. In this case, we suggest you enter an end date a year from when you will start. This will enable us to evaluate the success of the project over a reasonable period.</p>
Amount applied for	Apply just for the amount you need. A key part of successful applications is a good, well thought out budget so see the notes on this section later in the form (section 7) and read them through carefully.

- a) Please tell us about the specific project you want funding for, including your short-, medium- and longer-term project aims. Be clear how Sea-Changers' funding would be used. Use section 8 for information on your organisation and your work in general - please don't include it here. **Max 1000 characters**

Use this section to tell us about the specific project you want a grant for. You can tell us more about your organisation and the work it does later in the form.

- Give some background/context to the project - why is it important?
- Tell us what equipment/activities/people the grant will be funding

- If you're applying for equipment - who will use it and what for
- If you're applying for research funding, you need to explain the project to a non-expert audience.
- If you're applying for the cost of a freelancer or temporary post, what will the person do and what will they deliver in terms of outcomes

3. How does your project meet Sea-Changers' Evaluation Criteria?

The following 6 criteria (a-f) are how the panel will score your application. Each is equally important.

a) Measurable impact on the marine environment. If relevant, describe short-, medium- and longer-term impact **Max 1000 characters**

If your project is a success, what difference will it have brought about? What will be the impact?

Examples of ways to measure impact:

- how many people you will reach and how you will measure the effect of the engagement on their attitude/behaviour
- how much litter cleared
- how many surveys undertaken
- how much seagrass planted
- how many nests protected
- how many divers trained in seasquirt identification
- how many resources developed, who will use them and how will you assess their effectiveness.

Remember, demonstrating impact is a great way to convince us that this project will make a real difference.

b) Impact on your organisation (what difference will this grant make?)

We're interested to know how significant a difference the grant will make to your organisation - especially its ability to run this project.

For example, will it enable you to invest in a sessional worker to undertake parts of this work, or invest in equipment that is needed to undertake a particular project? Will the grant ensure you can engage more volunteers needed to undertake the work? Will our funding encourage other funders to invest in your work?

c) Community/grassroots base: **Max 1000 characters**

Sea-Changers is particularly interested in grassroots projects that involve local communities and encourage more people to get involved in marine conservation.

If your project plan doesn't include this, consider how you could adapt it to involve more people either where your organisation is based or where your project will take place.

d) Value for money: **Max 1000 characters**

We receive many applications for similar projects, and we scrutinise them to see how they compare in terms of costs versus benefits.

Examples of ways to demonstrate value for money:

- by involving volunteers
- getting several quotes from suppliers and choosing the best
- negotiating a discount with suppliers
- making sure equipment purchase can and will be used for several years
- using this grant as 'seed-funding' that is, using it to unlock funding from other donors

e) Sustainability/ongoing or wider benefit: **Max 1000 characters**

Generally, we fund time-limited projects but we are keen to see how they can have longer term benefits. Ideas regarding sustainability and ongoing/wider benefits could cover:

- How will you ensure that once the project is over, the benefits will continue?
- How will you spread the word about what you're doing so others can learn from it?
- How will you try to ensure the long-term viability of your organisation?
- Will you contact other local groups to tell them what you are doing and share the good practice?

f) Innovation and creativity: **Max 1000 characters**

What are you doing that's new or different? If your project is not obviously innovative (e.g. a beach clean) maybe there is a novel approach you can take to get people involved, share what you're doing or measure the results. Maybe the location is new or the way you're planning to approach the project activities.

4. How will you evaluate the project? Please refer to the aims described in section 2a. Max 1000 characters

This section lets us know you've thought about what your aims and objectives and how you'll know if the project has met these aims and objectives. It's connected to your answers to 2a (project aims) and 3a (impact).

In this section you could cover:

- measurable aims (e.g. number of volunteers)
- non-measurable aims (e.g. improved awareness of marine conservation issues)
- community engagement
- data analysis

It might help to download our evaluation form from the website so you can see what information we ask for.

5. How will you publicise Sea-Changers' funding of this project? Max 1000 characters

You might include:

- social media - tagging us so your followers can find us
- adding information to your website about our funding
- using our logo on materials or videos you produce
- mentioning us when giving talks or presentation

6. Sea-Changers is keen to promote collaborative working between projects. How will your findings or data be shared with others? Max 1000 characters

This might relate to section 5. If you are doing a research project, it could cover sharing through networks or journals or sharing data on national conservation databases.

7. Project budget

- a) Please provide a detailed project budget itemising all costs and showing how the money you're applying for will be spent. Any application that fails to provide this information will not be considered by the panel. We will not consider any applications where costs have been estimated or not clearly researched and evidenced. Add further rows as necessary.

This is really important. If we had to pick out one area where projects can fall short in their applications, it is budget. We really want to see carefully considered, accurate, fully costed budgets. If it looks like you've just guessed at costs this will count out your application even if you have met the criteria in other areas. We want detail.

Please read through our example budget below showing an appropriate level of detail.

Item	Cost
Boat hire (5 days @£120 per day)	£600
Underwater hardware: <ul style="list-style-type: none">Lights 2@ £80Cameras 2@ £170Hydrophones 2 @ £135	£160 £340 £270
Freelance photographer 5 days@ £150 per day)	£750
Room hire for dissemination event (half day)	£125

Total cost: £2,245

b) Is the funding request part of a larger project? Please highlight as appropriate. Yes/No

If 'Yes'

What will you do if you are not successful in other funding applications and how will this impact on the project? **Max 750 characters**

We want to know if the project can run if you can't get the rest of the funding you need. What changes would you need to make to enable it to run?

If 'Yes'

Please state clearly the **overall** budget needed for your **entire** project; what other funds you are currently applying for/have secured and specifically what our funding will be used for within the wider project.

Again, please give detail!

8. Your organisation

a) Please give an overview of your organisation and its relevant track record in delivering marine conservation projects and activities. **Max 1000 characters**

If you're a new or newish organisation that's fine - we can still fund you. You'll need to show us that you know how to deliver the project successfully.

b) If your organisation is part of a larger parent organisation, why is the parent organisation not (fully) funding the project? **Max 500 characters**

9. Where did you hear about Sea-Changers' grants?

This helps us to know whether it's easy for people to find out about our grants. If you found us via Google, it's helpful if you can tell us what you searched for e.g. 'marine conservation grants'.

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 completed application forms to:
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.