**Sea-Changers logo

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**Sea-Changers Small Grant Application Form**

Sea-Changers Small Grant Fund is for applications up to £500. Fill in all relevant fields of the form, marking any which do not apply as N/A.

**Most sections have stated character limits. Please keep to them as any text in excess of these limits will be disregarded.**

We are a volunteer run organisation and our resources are very limited so please read the [eligibility criteria](https://www.sea-changers.org.uk/how-to-apply) on our website carefully before submission and do not attach separate sheets as they will not be read.

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

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) |  |
| 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) |  |

Is your organisation a registered charity? Highlight as appropriate. Yes/No

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| If ‘Yes’, what is your charity registration number? |  |
| If 'No', what kind of legal entity is your organisation? |  |

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

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| --- | --- |
| Project name |  |
| Start and end dates (an end date must be provided) |  |
| Amount applied for (max £500) |  |

Please tell us about your project and what it aims to do. Be clear how Sea-Changers’ funding would be used. This information may be used in publicity if your application is successful. **Max 1000 characters**

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1. **How does your project meet Sea-Changers’ Evaluation Criteria?**

a) Measurable impact: **Max 500 characters**

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b) Community/grassroots base: **Max 500 characters**

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c) Value for money: **Max 500 characters**

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d) Long term, ongoing or wider benefits: **Max 500 characters**

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e) Innovation and creativity: **Max 500 characters**

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1. **How will you evaluate your project? Max 500 characters**

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1. **How will you publicise Sea-Changers’ funding of this project? Max 500 characters**

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1. **Project budget**
2. 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.

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| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
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**Total cost: ……………………………………………**

1. 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 500 characters**

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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.

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1. **Your organisation**
2. Please give a description of your organisation and its relevant track record in delivering marine conservation projects and activities. **Max 500 characters**

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1. **Where did you hear about Sea-Changers’ grants?**

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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 completed application forms to:  [info@sea-changers.org.uk](mailto:info@sea-changers.org.uk). We’ll acknowledge receipt and let you know when to expect a decision. |

**Terms of Sea-Changers Small 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 provide an evaluation of the project once it is completed.
* These terms and conditions will continue to apply until the project has been completed.