



## Sea-Changers Coastal Fountain Fund Application Form 2024

- The Coastal Fountain Fund Eligibility and Evaluation Criteria can be found on our website. Please read them before completing this form.
- We also recommend that you read Refill's good practice guidance <https://refill.org.uk/drinking-water-fountains/> before applying.
- Please direct any questions regarding applications and your completed application form to [info@sea-changers.org.uk](mailto:info@sea-changers.org.uk)

### 1. Your organisation

Please note, this application must have the full commitment of the applicant's organisation. If the applicant leaves, the organisation will be obliged to ensure the installation goes ahead and that the terms of the grant are fulfilled (see the end of this form for details).

Name of organisation	
Type of organisation (e.g. charity, local authority, parish council)	
Address	
Postcode	
Contact names (2 names) and job titles	
Department (if applicable)	

**Commented [SC1]:** There are no restrictions on the type of organisation that can apply (including businesses), as long as they have the power to oversee the purchase and installation of the fountain.

Contact email addresses	
Telephone numbers. (Mobile number is preferred)	

## 2. Your fountain plans

### a. Budget

Grant amount applied for (max. £2,500)	
Fountain supplier	
Model to be purchased	
Cost of fountain (please indicate whether this includes VAT)	
Cost of installation	
If the fountain cost is more than £2,500, do you have an allocated budget for the additional cost?	
Do you have an allocated budget for installation costs?	
Have all costs for the fountain been agreed within your organisation?	

**Commented [SC2]:** Our funding will only cover the cost of purchasing the water fountain unit up to £2,500 and will not cover installation or maintenance costs. Here you should insert the total cost of the fountain even if it exceeds £2,500.

**Commented [SC3]:** Our funding will not cover this but we still wish to know it has been calculated and will be covered from elsewhere.

### b. Location

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?

**Commented [SC4]:** Full postcode, What Three Words or GPS location please, with additional details if known - e.g. attached to existing toilet block; free standing by coastal path.

**Commented [SC5]:** This is often the key differentiator between applications. We are looking for detailed and persuasive evidence that the potential reduction in the number of non-reusable plastic bottles is important and / or sizeable in this specific location. Remember this is a competitive process, why is this location more important and impactful for a fountain than others? Evidence may include footfall numbers; litter picking data showing lots of bottles collected; environmental importance / sensitivity of the specific location.

**c. Deliverability**

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?		
Have you had any discussions with an installer to explore costs of installations and any on site installation requirements?		
Is planning permission required? If so, has this already been granted?		
Is the installation part of a wider refurbishment or development project in the proposed location?	Yes	No
If yes above, please provide some details about the development's scope, scale and progress to date.		

**Commented [SC6]:** If no, you will need to explain how this is being addressed in installation plans and assure us it has been costed and allowed for in the project timescales outlined below.

**Commented [SC7]:** If no, you will need to explain how this is being addressed in installation plans and assure us it has been costed and allowed for in the project timescales outlined below.

**Commented [SC8]:** If no please explain if you feel this isn't necessary.

**Commented [SC9]:** See above. We will not cover installation costs but want to know that you understand what they will be and that you can cover them

**Commented [SC10]:** If no please go further and explain why you are certain this is not required.

**Commented [SC11]:** We are trying to get a feel about whether fountain installation plans may be affected by any delays in the wider development or refurbishment.

**d. Timescales**

Please provide your proposed timescales for having the fountain operational, including key milestones. Ideally, this should be by the start of the 2024 summer season and at the latest by the end of October 2024.

**Commented [SC12]:** The ideal application will set out clear dates for purchase, installation and the date by which the fountain will first become operational for use. If there are additional stages to the project, e.g. connecting the installation site to the water supply, or getting planning permission, these should also be included.

**e. Sustainability**

Who will maintain the fountain after installation?	
What water quality testing will be carried out? How often/by whom?	
Do you agree to fitting a water meter and providing readings to Sea-Changers to evidence the use of the fountain?	

**Commented [SC13]:** We want to be assured the fountain will be properly maintained for at least the following 2 years and that the necessary stakeholders involved in maintenance have been consulted.

**3. How will you publicise Sea-Changers' funding of this project?**

**Commented [SC14]:** We have a standard decal for some fountains but would like, as a minimum, signage to acknowledge Sea-Changers and the fund's sponsor Bunzl's funding. In addition any press or social media planned for launch should be covered with clarity of how Sea-Changers' funding will be mentioned.

**4. Where did you hear about Sea-Changers' Coastal Fountain Fund?**

## 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 provided contact details for two people that are 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?

Completed applications should be sent 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 with the project within 3 months of you returning the grant acceptance form 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 provide us, on request, with 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 will, where possible, participate in publicity events/activities to launch the fountain.
- You complete an evaluation form once the project is completed.
- These terms and conditions will continue to apply until the project has been completed.