Environment Fund

Water Quality Improvement Strand 2022-2023

Application Form

**Important Notes**

Please refer to the separate guidance notes at relevant points within this application form to ensure that all of the necessary information is provided.

Please complete all sections of this form electronically. Incomplete applications will not be assessed.

Should you need to include supplementary information, please summarise and cross reference these attachments in section 6 of this application form.

Complete application forms should be received by **23:59 on 26th July 2022.**

**Submission instructions**

Ideally applications and supplementary information will be submitted electronically via [catchmentplanning@daera-ni.gov.uk](mailto:catchmentplanning@daera-ni.gov.uk)

However should you need to post material, please send it to:

Water Quality Improvement Grant

Integrated Catchment Planning Team

Northern Ireland Environment Agency

Water Management Unit

17 Antrim Road

Tonagh

Lisburn

BT28 3AL

**Contents**

Section 1: Eligibility

Section 2: Organisation Details

Section 3: Project Description

Section 4: Project Control

Section 5: Financial Information

Section 6: Supplementary Information

Section 7: Declaration

**Section 1: Eligibility**

**Please answer the following headline eligibility criteria**

|  |  |
| --- | --- |
|  | Yes or No |
| Is your organisation a charity or equivalent?  *Funding is only available to non-profit making organisations.* |  |
| Does the project seek to bring about improvements in water quality through water quality based actions or through public education and awareness?  *Eligible projects must have a clear objective to improve water quality ideally addressing the quality element that is failing to reach good ecological status or potential in a water body as defined under the Water Framework Directive.* |  |
| Is there a legal requirement to carry out the proposed activity?  *Funding is not available for an activity that is to ensure compliance with a legal requirement*. |  |
| Does the project duplicate work undertaken by other funding?  *It will not be possible to match funding work being carried out under existing Government Funding Schemes.* |  |
| Are any other organisations carrying out similar projects in this area?  *Proposed projects which will displace other activities will not be funded under this scheme.* |  |

**Please check the following boxes to confirm you have enclosed:**

|  |
| --- |
| Essential |
|  Evidence of not-for-profit or charitable status |
|  Evidence of public and employer’s liability insurances |

**Section 2: Organisation Details**

**2.1 Name of Organisation**

This should be your organisation’s full name.

|  |
| --- |
|  |

**2.2 Address of Organisation**

The main address of your organisation.

|  |
| --- |
|  |

**2.3 Contact Details**

This should be the main contact and Project Manager for the project. This should be the person who can talk about the project in detail. We will use this address each time we contact you. It is important that you give your full postcode. Remember to include your full telephone number, including dialling code.

**(a) Name and position of person dealing with this application**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Address |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mobile |  | Tel No |  |

**(b) Name and job title of the finance officer (if different to person named above)**

This should be the person who can talk about the project finance in detail, if different from the person named in 2.3(a).

|  |
| --- |
|  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Mobile |  | Tel No |  |

**2.4 Is your organisation not-for-profit? (Y, N or N/A)**

We may check your not-for-profit or charitable status, your company registration and VAT registration with the relevant authorities.

Please provide evidence of your charitable status, most recent annual report and audited accounts.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| The sole applicant | Yes |  | No |  | N/A |  |
|  |  |  |  |  |  |  |
| The lead organisation of a  consortium or partnership |  |  |  |  |  |  |
| Yes |  | No |  | N/A |  |
|  |  |  |  |  |  |  |
| A registered charity | Yes |  | No |  | N/A |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| VAT registered | Yes |  | No |  | N/A |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A registered company | Yes |  | No |  | N/a |  |

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

**2.5 Match Funding**

NIEA will fund up to 85% of the value of projects up to a maximum of £30,000. Please provide details of all the sources of funding you are seeking for this project. For more information refer to Section 2.3 of the Guidance Notes.

|  |  |  |
| --- | --- | --- |
| Sources of Funding | Applied for £ | Secured £ |
| This Grant |  |  |
| Other government grant  (state which) |  |  |
| Local Council Grant |  |  |
| European Programme  (state which) |  |  |
| Private Sector |  |  |
| Own Resources |  |  |
| In Kind  (See guidance document) |  |  |
| Other  (specify which) |  |  |

**Section 3: Projection Description**

The information in this section should summarise the project plan. The details of this plan should be attached as supplementary information.

**3.1 Project title**

We will use the title you give here to identify your project. Your title should be descriptive of what you are applying for and where, for example, ‘River Restoration Project, River Quoile’. Please use no more than 50 characters including punctuation and spaces.

|  |
| --- |
|  |

**3.2 What is the proposed start date and completion date for the project?**

You should tell us when you hope to start your project and when it will finish. We understand that this may depend on you receiving funding for your project and that you may not be able to give actual dates. In such cases, give your preferred start date. The Project must be completed by **31 March 2023**.

Estimated Start Date

Estimated Completion Date

**3.3 Location/Scale**

Please provide details of where this project will take place. Please provide sketches, maps, photographs, etc as supplementary information.

You can find out the water body name for the locations of your work on the [NIEA interactive web mapping tool](https://gis.daera-ni.gov.uk/arcgis/apps/webappviewer/index.html?id=7e234827aa7a405d990359aa92c7c287) or by speaking to your local catchment officer.

|  |  |
| --- | --- |
| Water body name |  |

|  |  |
| --- | --- |
| Grid Reference(s)  (for specific sites where relevant) |  |

Please use the box below to provide any additional geographical information:

Maps, photographs and sketches of the area should also be submitted as supplementary information.

|  |
| --- |
|  |

**3.4 Demonstrate the need for this project in this location?**

You should explain why you consider the project is needed. Eligible projects must have a clear objective to address at least one of the three objectives of the fund. Refer to Section 2.4 of the Guidance Notes for more details. Please tick the objectives below that apply to your project.

|  |  |  |
| --- | --- | --- |
| Conservation, protection and restoration of our aquatic environments | Nature-based solutions, particularly for climate change mitigation and adaptation | Connecting people with the aquatic environment |
|  |  |  |

|  |
| --- |
|  |

**3.5 How will your project contribute to the aims of the Water Quality Improvement Grant Scheme?**

This question requires you to outline how the project will contribute to the three key aims of the grant scheme – actions should aim to conserve, protect and restore our aquatic environment; use nature-based solutions, particularly for climate change mitigation and adaptation; and connect people with the water environment. More details on each of the key aims are provided in Section 2.4 of the guidance notes. Your answers here should explain what the project aims to achieve and the benefits it will deliver. More details on how the application will be assessed can be found in Section 5 of the Guidance Notes.

**Project Outcomes, Targets and Measurement of Success**

In your answer you should indicate the following:

* **WHAT** are the overall outcomes your project aims to bring about?
* **HOW** you are going to achieve the outcomes?
* **HOW** are you going to measure that the Targets have been achieved?

Interim targets or milestones should be provided to allow you and the Client Officer to monitor whether the project is on track to allow the grant to be paid.

**Outcomes** - These are the overall outcomes that your project aims to bring about. List the Outcomes for the project and state how they will contribute to the objectives in section 2.4 of the Guidance Notes and how you know that they have been achieved.

**Targets -** There may be several targets for each outcome/objective/. All targets must be SMART: Specific, Measurable, Achievable, Relevant and Time-bound.

If possible please detail the scale or physical length of perceived improvement as a result of your project. Please contact your local Catchment Management Officer to discuss the Project. Details of your local Catchment Management Officer can be found in Section 6 of the Guidance Notes.

1. Conservation, protection and restoration of our aquatic environment.

|  |
| --- |
|  |

1. Nature-based solutions, particularly for climate change mitigation and adaptation

|  |
| --- |
|  |

(c) Connecting people with the water environment

|  |
| --- |
|  |

(d) Other Environmental Benefits

|  |
| --- |
|  |

**3.6 How will you achieve the aims outlined in Section 3.5? Describe your methods and what you hope to achieve.**

You should outline what you are doing to achieve the aims you have set out in your answer to 3.5. Detailing methods should include the project administration/coordination and details of any physical works involved. Also provide detail of what overall you hope to achieve.

|  |
| --- |
|  |

**3.7 Planning and consents**

Does the project require any statutory consent or other permissions?

Please provide details of steps that your organisation intends to take to obtain such consents, for example abstraction or discharge consents or permission to carry out work in a Protected Area. For more details on complying with legislation see Section 4.4 of the Guidance Notes.

|  |
| --- |
|  |

**Section 4: Project Control**

**4.1 Management/Management Structure**

Describe the management structure and skills necessary to implement your proposed project. Does your organisation have these skills? If not, what plans are in place to address this? Please include here or attach details as supplementary information.

|  |
| --- |
|  |

**4.2 Project Milestones**

Please provide a separate schedule of activities (e.g. an activity or Gantt chart) to explain what you are going to do and when. This should include dates, tasks and responsibilities.

Indicate the key milestones (with dates) that could form the basis of contract between the Northern Ireland Environment Agency and your organisation if your application is successful.

The Project must be completed by **31 March 2023**.

|  |  |  |
| --- | --- | --- |
| **Description of Works** | **Start Date** | **Duration** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4.3 Risks**

Please outline the perceived risks to delivering the project, and how you intend to deal with them.

|  |
| --- |
|  |

**4.4 Arrangements for project evaluation**

A post project evaluation will be carried out by the client officers on all complete projects. This process will determine to what extent the projects has met the goals set out in the application and Letter of Offer.

**Section 5: Financial Information**

**5.1 Activity Costs – itemised breakdown of costs by activities**

Use this table to estimate the costs of key elements of the project, for instance, erect fencing, develop communications materials. Where possible, activity description should be linked to milestones outlined in the Project Control section. Costs in this Financial Information section should be total costs (i.e. inclusive of contributions of other funding bodies). However, they should only include VAT if it is irreclaimable.

Refer to section 3 of the guidance notes.

Please add additional lines if necessary.

|  |  |
| --- | --- |
| **Activity Description** | **Total**  **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**5.2 Expenditure type - please provide a breakdown of the total costs of the project by type**

Please summarise the project costs according to the headings provided. If there are other costs which should be shown separately, please add a line detailing the type of cost and amount.

**Direct Costs** are those that are specific to the project and charged at the actual amount incurred. For example, employment costs of staff working on the project, travel and subsistence, equipment.

**External Expertise Costs** are those that you procure from third parties to carry out project costs.

**Indirect Costs** are those costs which could be considered as overheads or administration. These are costs that are not directly related to any one project or activity but are a necessary part of the costs of undertaking the activity, for example, electricity, building maintenance. Overheads should not exceed 20% of direct costs.

|  |  |
| --- | --- |
| **Type** | **Total Estimated Cost (£)** |
| **Direct Costs:** |  |
| Staff salaries/costs |  |
| Material, equipment and machinery |  |
| Travel, accommodation and subsistence |  |
| Meetings and conferences |  |
| Compensation payments |  |
| Others (please specify) |  |
| **External Expertise:** |  |
| Contractors |  |
| Professional fees (Audit, Consultancy, etc) |  |
| Others (please specify) |  |
| **Indirect Costs:** |  |
| Rent |  |
| Utilities |  |
| Insurance |  |
| Others (please specify) |  |
|  |  |
| **Others:** |  |
| Irreclaimable VAT |  |
| Others (please specify) |  |
| **Total** |  |

**5.3 Please state the total grant requested**

This is the amount of grant for which you are applying. The amount allocated might be different from the amount requested; this will be specified in the grant agreement letter if your application is successful.

The total grant requested should exclude match funding or other contributions.

|  |  |
| --- | --- |
| Total Amount of Grant Requested |  |
| % of Total Project Costs |  |

**Section 6: Supplementary Information**

Please use this section to reference all the supplementary information you have attached to support this application, where applicable.

**Please check boxes for documents included or mark not applicable if not needed in this instance.**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Plan |  | Photographs |  |
| Management Plan |  | Baseline Monitoring Data |  |
| Consents and licences |  | Landowner agreements |  |
| Memorandum of Agreement |  | Letters of intent/support |  |
| Maps or plans of proposed site |  | Planning permissions |  |
| Post Project Evaluation Plan |  | Sketches of proposed works |  |

Please record details of all other supplementary information supplied below:

|  |
| --- |
|  |

**The Data Protection Act 1998**

We, the Northern Ireland Environment Agency, will process the information you provide so that we can assess your application.

We may also process or release the information to:

● consult the public, public organisations and other organisations (for example, other organisations involved in Water Framework Directive delivery who are aiming to improve the water environment in a similar way, the Health and Safety Executive, local authorities, the emergency services);

● carry out research and development work on environmental issues;

● prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;

● assess if customers are satisfied with our service, and to improve our service; and

● respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

*The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulation (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose.*

*A full copy of the DAERA Privacy Statement can be found here:-* [*https://www.daera-ni.gov.uk/daera-privacy-statement*](https://www.daera-ni.gov.uk/daera-privacy-statement)

**Section 7: Declaration**

* I, a duly authorised officer, on behalf of the organisation whose name appears below, agree that the Northern Ireland Environment Agency, administering the Water Quality Improvement Grant reserves the right not to enter into any arrangement or obligation pursuant to this Form and to cancel the Water Quality Improvement Grant at any time without any liability on its part. For the avoidance of doubt the Northern Ireland Environment Agency does not relieve the organisation of any obligation it may have in statute or otherwise in respect of the Project or any information contained in this Form.
* I certify that the information contained in this application is correct and confirm that this project will be carried out as described.
  + I confirm that this organisation will undertake regular monitoring of the project to ensure it conforms to the application and the Regulations and to keep adequate records for this purpose.
  + I will consult the Northern Ireland Environment Agency immediately in writing if any significant changes to the project are proposed.

|  |
| --- |
| WARNING **A false or inaccurate statement may lead to disqualification from the assessment process and (without prejudice to the Northern Ireland Environment Agency’s other rights and remedies) withdrawal of any grant award or offer of payment and recovery of payments made.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
|  |  |  |  |
| Name of Organisation | Duly authorised to sign this form on behalf of |  |  |
| Position | Finance Officer |  |  |
|  |  |  |  |
| Name in BLOCK LETTERS |  | Telephone Number |  |



For further information:

Integrated Catchment Planning Team

NIEA Water Management Unit  
17 Antrim Road, Tonagh, Lisburn Co. Antrim

BT28 3AL

Tel: 0300 200 7850  
Email: catchmentplanning@daera-ni.gov.uk

www.daera-ni.gov.uk